

MONTVILLE TOWNSHIP REPUBLICAN CLUB

POLICY No. 2015-MC-001

“SCHOLARSHIPS”

I. OVERVIEW

The Montville Township Republican Club seeks to provide financial support to recent high school graduates, that are residents of Montville Township, for college tuition, housing, and other related expenses. The Club seeks to support student candidates that demonstrate a commitment to their community and an understanding of the U.S. Government and its philosophies of governance. The application process is structured to identify candidates that meet these criteria, or such other requirements identified by the Scholarship Committee, as specified in the annual application form.

II. STRUCTURE

- A. The Montville Township Regular Republican Club Scholarship Program (the “Scholarship”) shall be governed by a committee of Club members (the “Scholarship Committee”).
- B. The Scholarship Committee shall be lead by a Chairperson, selected by the Club President at the start of his/her term, who shall serve for the remainder of the current administration.
- C. Any paid-up Member of the Club may be appointed to serve as Chairperson of the Scholarship Committee by the Club President.
- D. The Scholarship Committee shall consist of no less than three (3), and no more than five (5), members at any given time; this number shall include the Club President, or his/or her designate
- E. A quorum must be present to conduct any binding vote, or finalize decisions, by the Scholarship Committee. A quorum shall consist of a simple majority.

III. PROCESS

- A. The Scholarship Committee shall be responsible for reviewing and revising the Scholarship Application form (the “Application”).
- B. Immediately following the application process, the Scholarship Committee shall review this Application and present any desired changes to the Executive Committee for approval.
- C. The Scholarship Committee shall be responsible for drafting and submitting a description of the Scholarship, along with the Application, to the Montville Township High School Administration. The Committee shall prepare this package no later than one week prior to the requested deadline, as specified by the Montville Township High School Administration.
- D. The Scholarship Committee shall meet, at the discretion of the Chairperson, to review all applications submitted, and select (a) recipient(s) on behalf of the Club.
- E. The Executive Committee shall meet annually to determine the number of scholarships to be awarded (at least one, but no more than three), and the amount assigned to each award. Following the review of candidates by the Scholarship Committee, the Chair may ask the Executive Committee to provide additional awards (not to exceed three total awards for the

calendar year, and provided that there are sufficient funds in the Scholarship account to honor such awards).

- F. The members of the Scholarship Committee will then meet to review applications and rank submission according to the rubric attached as APPENDIX B. Members of the committee shall submit their rankings to the Chairperson, who will compile a master list to share with the Executive Committee.
- G. To safeguard the identities of applicants, the master list and all committee score sheets will be deemed confidential.

IV. FUNDS

- A. Funding for the Scholarship program shall be collected through private donations.
- B. All Scholarship funds shall be maintained in a bank account, separate from the administrative and political funds of the Club.
- C. The Club President and Treasurer shall act as signees for the account.

V. APPLICATION

- A. The most recent version of the Application form shall be annexed hereto as APPENDIX A.
- B. A recommended score sheet, to be used by the Committee in reviewing application packages, shall be annexed hereto as APPENDIX B.
- C. In addition to the Application form, candidates will be required to submit one copy of their résumé and a brief essay on a topic relating to the principles, structure, and/or history of the U.S. Government.
- D. The Essay shall require a response of no more than 500 words.
- E. The Committee may make adjustments to the Application form at any time. Any adjustments or revisions to the essay question must maintain its present focus on themes relating to U.S. Governmental structure, history, and/or philosophies.
- F. Candidates must also submit the name and contact information of at least one personal reference.

VI. AMENDMENT

- A. Substantial changes to the application requirements, the review process, and the amounts to be paid to recipients must be approved by a majority vote of the Club membership present at a regular meeting, with notice of such proposed changes provided at least seven (7), and no more than fourteen (14), days prior to the meeting date.