

# Washington Park- Rochelle Alumni Association, Inc.

## SCHOLARSHIP MANUAL

GEORGE WASHINGTON



# TABLE OF CONTENTS

Introduction and purpose



General Guidelines



Scholarship Criteria



Scholarship Application and Selection Process



Scholarship Review Committee



Scholarship Disbursement Policy



Recordkeeping

## **Introduction and Purpose**

The Washington Park -Rochelle Alumni Association, Inc. was created to help individuals who, because of economic circumstances, struggled to pursue higher education. A scholarship program was created to identify and distribute funds to the identified individuals. It was founded on the premise of an education for a better tomorrow. Which embodies the core principles of perseverance, leadership and service to the community.

The selection process for scholarship recipients must be **objective and nondiscriminatory** to ensure that scholarships are awarded for charitable reasons and not to serve private interests. The selection criteria must be related to the program's mission and cannot be structured to favor a pre-selected group. The group of potential recipients must be sufficiently **broad charitable class** to be considered a public benefit. For example, offering scholarships to all graduates of specific high schools as determined by the governing body would qualify, whereas limiting eligibility to one family's children would not. The organization must also make a good-faith effort to publicize the scholarship in a timely manner to all eligible groups. To prevent conflicts of interest, the selection committee should be independent, selected by the governing board based upon specific criteria set forth by the alumni association, not hold an executive leadership position within the organization and possess the ability to select awardees based on the mission of the organization. Committee members cannot be in a position to derive a private benefit from their selections. The process must be based on predetermined, objective criteria, such as academic merit, financial need, or other factors that align with the fund's charitable purpose.

## Joseph Garvin Scholarship Award

The Joseph Garvin Scholarship Award, which was created by a group of dedicated community leaders with a passion to create a pathway for underprivileged high school students through education. Each year, through generous donations and hard work monetary awards are given to worthy students.

### **General Guidelines**

- **Incoming**

Completed scholarship application packets should be mailed to the alumni's P O Box. A designated alumni association member of the scholarship committee will be assigned a key and should regularly check the P.O. box for scholarship packets. No other mail should be retrieved from the P O Box, only scholarship packets. Packets should remain unopened until time for the scholarship committee to review.

- **Outgoing**

Applications are mailed or electronically submitted to the Senior Coordinator-College and Career of the Polk County School district for all Lakeland area public high schools the January beginning each scholarship cycle of the current school year.

Applications can be downloaded from Alumni's website: [www.wp-rochellealumni.com](http://www.wp-rochellealumni.com).

Association clause: We reserve the right to use the essays, name, image and likeness of scholarship participants or awardees on our website, blog, or other marketing materials, for promotional purposes.

**DEADLINE:** The application deadline should be at least 6 weeks prior to the annual alumni recognition program to allow appropriate time to notify and meet the awardees for informational purposes.

- **Annual Amount**

The Executive Committee and general membership will make the decision yearly to award deserving recipients based upon an assessment of association funds and availability.

## The Application

### **1. Selection Criteria**

- Must be a current year high school senior and candidate for graduation from a public high school in the City of Lakeland.
- Must have achieved and or obtained a 2.5 or above grade point average.

### Must submit:

- Personal Information sheet.
- An official copy of the high school transcript (Unopened).
- Proof of acceptance (or pending acceptance) into a technical/vocational school, community college, or four-year college/university (**enrolled as a fulltime student**).
- Three letters of recommendations, (1) nominating high school teacher, (2) nominating high school guidance counselor, (3) A community member.
- A legible senior-year school photograph (Preferably in cap & gown) **No paper copies will be accepted.**

### A 300 or more-word essay which includes:

- *Career goals*
- *Biographical sketch*
- *Clearly stated financial need statement*
- *Your involvement in an extra-curricular organizations or employment*
- *Your involvement in school related activities.*

See attachment A (Application) for additional information

## Scholarship Committee Instructions

It is the duty of our dedicated Scholarship Committee to determine and select the students for the Joseph Garvin Scholarship Award via our official scoring guidelines/rubric. These instructions will provide a consistent process for the committee to follow in selecting the most highly qualified students for the Joseph Garvin Scholarship Award. The scholarship committee, board of directors and the general body of the alumni association have the right to review, revise all processes and guidelines related to the scoring and selection of all awardees.

## *REVIEWING & SCORING THE APPLICATIONS*

A meeting of committee members will be called by the committee chairperson. The meeting may be in-person or virtual.

All scoring will be completed on the official score sheet provided for each individual student. There is a maximum of 50 total points.

### **SCORING - FIVE BASIC SECTIONS OF EACH STUDENTS'S APPLICATION:** **(Attachment B)**

- *Academics (10 point maximum)*
  - *Financial Need (10 point maximum)*
  - *Essay (10 point maximum)*
  - *Community Service/Leadership (10 point maximum)*
  - *Overall Quality of the Application (10 point maximum)*
- 
- A. Reviewers will tally each student's scores individually, thereafter; an overall total score from all reviewers will be compiled.
  - B. Students will be ranked from highest to lowest score.
  - C. Based on total scores the top students will be selected.
  - D. The number of students selected will be based on fund availability.

## *REPORT OF SELECTIONS*

1. After each student is reviewed/scored by all reviewers, a report of the selections should be sent to the president for review and for approval of the Board of Directors. The president will add the chairperson to the agenda for the next group meeting to share the findings of the committee.
2. If applicant was not selected, a letter (**Attachment 3**) by a designated member of the scholarship Committee should be sent within 48 hours to the applicant informing them of none selection.
3. If applicant is selected, a designated member of the scholarship committee should notify applicants within 48 hours of the final approval. The script below will be used to notify each student of their selection.

*Congratulations! You have been selected for the Joseph Garvin Scholarship in the amount of \$\_\_\_\_\_*

*A follow-up letter will be sent to you confirming your selection and advising you of your mandatory attendance at the orientation session to obtain information regarding your award. (**Attachment 4**). At orientation we will provide details about the scholarship as well as answer any question or concerns you may have. In the meantime, if there anything you need from us, please email us at: [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com).*

## *MEETING WITH AWARDEES*

An orientation will be held with awardees at least 2 weeks prior to the award ceremony. The meeting will be held in person. The meeting should be scheduled for the time that students are most available.

Business to discuss at orientation includes information listed on **Attachment 2** (CHECKLIST). The check list should be signed by the awardee and placed in their file. A copy of the checklist should also be maintained by the awardee.

## *AWARDS CEREMONY*

- Group and individual pictures will be taken.
- Awards will be presented with a promissory letter and a certificate of achievement. The letter will also contain final instructions for receiving the scholarship funds.

## *POST CEREMONY RESPONSIBILITIES*

Once an awardee submits documentation of school enrollment, the committee will validate the information. A check requisition form (**Attachment 1**) should be submitted to the treasurer along with the self-addressed envelope completed by the awardee and a check will be written and mailed.

## *RECORD KEEPING*

The Scholarship Committee shall maintain a directory of awardees and at the end of the year, shall copy the corresponding secretary with an updated directory.

The Scholarship Committee shall maintain a record of all applicants on a removable storage device that is portable, such as a USB thumb drive and at the end of the year, the device should be placed in the Alumni's safe deposit box.

The Scholarship Committee shall maintain hard copy records pertaining to their areas of operation in the association. At the end of the calendar year, all records shall be turned over to the president for permanent storage in case they are needed for Review internally (association) or externally (Florida Secretary of State or Internal).



<b>School</b>	<b>Address</b>	<b>Principal</b>	<b>Guidance</b>	<b>Committee Member</b>
1. George Jenkins High School	6000 Lakeland Highlands Rd. Lakeland, FL 33813 (863)648-3566	Tom Patton	Laura Chancey Megan Figarella Darius Jones Deborah Wilk	
2. Harrison School of the Arts	750 Lake Hollingsworth Rd. Lakeland, FL 33801 (863) 499-2855	Kevin Levine	Amy Benningfield Dione Facey-Poitier	
3. Kathleen High School	1100 Red Devil Way Lakeland, FL 33815 (863) 499-2655	Daraford Jones	Brian Doyle Terri Laster Natalie Minchew Khooshboo Suthar Keisha Titus Sherryl White Jeffery Williams	
4. Lake Gibson High School	7007 N Socrum Loop Rd. Lakeland, FL 33809 (863) 853-6100	Ryan Vann	Mia Davis Dawn Anspaugh Jessica Sierra Kim Sprouse Alicia Owens Antoinette Bazunu	
5. Lakeland High School	726 Hollingsworth Rd. Lakeland, FL 33801 (863) 499-2900	Arthur Martinez	Febe Gonzalez Debra Aalberg Victoria Hunt Kira Thiede	
6. McKeel Academy of Technology	1810 West Parker St. Lakeland, FL 33815 (863) 499-2818	Kim Benson	Sandy Mathieu Christina Pynes	
7. Polk State Lakeland - Collegiate High School	3425 Winter Lake Road Lakeland, FL 33803 (863) 669-2322	Rick Jeffries	Kaley Black Bradley Hofsetter	
8. Polk State Lakeland-Gateway to College Collegiate High School	3425 Winter Lake Road Lakeland, FL 33803 (863) 297-1000	Corey Barnes	Tanya Jones	
9. Teneroc High School	4905 Saddle Creek Rd. Lakeland, FL 33801 (863) 614-9183	Jason Looney	Ebony Allen Pracia Mitchell Eduardo Valle	

10. Travis Technical College	3225 Winter Lake Rd. Lakeland, FL 33803 (863) 499-2700	David Wiggs	Betsy Godwin- Beikirch Misty Young	

**\*\*Update at the beginning of every school year\*\***



## **JOSEPH GARVIN SCHOLARSHIP AWARD**

### **ACADEMIC SCHOLARSHIP REQUIREMENTS**

***ALL students must meet the requirements and provide the following information  
by .***

***Mail scholarship packet to: Scholarship Committee - P O Box 90452 – Lakeland,  
FL 33804-0452***

#### Requirements:

- Must be a high school graduate candidate for the current year.
- Must have achieved a 2.5 or above grade point average
- Must be a current year high school senior and candidate for graduation from a public high school in the City of Lakeland.

#### Must submit:

- Personal Information sheet.
- An official copy of the high school transcript (Unopened).
- Proof of acceptance (or pending acceptance) into a technical/vocational school, community college, or four-year college/university (**enrolled as a fulltime student**).
- Three letters of recommendations, (1) nominating high school teacher, (2) nominating high school guidance counselor, (3) A community member.
- A legible senior-year school photograph (Preferably in cap & gown) **No paper copies will be accepted.**

#### A 300 or more-word essay which includes:

- *Career goals.*
- *Biographical sketch.*
- *Clearly stated financial need statement.*
- *Your involvement in extra-curricular organizations and/or employment.*

- *Your involvement in school related activities.*

You can be informative, inspirational, educational, and humorous or use whatever tone you'd like. We will choose winners based on creativity and content. You must use correct punctuation and grammar. The essay you submit must be your own work. Essay must be in a legible font, typewritten and double spaced.



## JOSEPH GARVIN SCHOLARSHIP AWARD

### Personal Information Sheet

**NAME:**

---

**ADDRESS:**

---

---

---

---

**PHONE NUMBERS:**

**HOME:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**E-MAIL ADDRESS:**

---

**PARENT/S:**

---

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**HIGH SCHOOL:**

---

---

**What is your preferred method of communication?**

---

---

Dear Monique Byrd,

The purpose of this letter is to advise you of the **Joseph Garvin Scholarship** opportunity provided by the Washington Park/Rochelle Alumni Association, Inc.

Washington Park/Rochelle Alumni Association Inc. was established in 1993. At that time, it was determined that there was a tremendous financial need for educational advancement within our underserved communities in the **Lakeland area**. As a result, our scholarship committee was developed. The Joseph Garvin Scholarship is available to underprivileged high school seniors who attend Lakeland area public schools, are in route to a college, university, or vocational school, and who meet all other scholarship qualifications attached. Attached you will find a detailed scholarship packet to be distributed to all high school seniors.

Thank you in advance for your assistance in making this opportunity available to graduating seniors at all Lakeland area high schools.

**Information regarding the scholarship and application can also be accessed online at: [wp-rochellealumni.com](http://wp-rochellealumni.com).**

If you have any questions, please feel free to contact Jacqueline Speed at 863 687-1705 or email us at [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com).

Sincerely,

Washington Park-Rochelle Alumni  
Scholarship Committee

## Scholarship Reviewer Instructions

Thank you for volunteering to be a scholarship reviewer during this scholarship cycle. You will find below specific instructions on the review process and selection of scholarship awardee.

### **Overview**

How are scholarships reviewed?

Each reviewer will score each application based upon the attached rubric in its entirety.

All applicants will be assigned a number, and each reviewer will randomly pull a number and ensure each applicant is reviewed.

## **SCORING**

### **YOU WILL BE SCORING FIVE GENERAL SECTIONS OF EACH STUDENT'S APPLICATION:**

- Academics (10 point maximum)
- Biographical information (10 point maximum)
- Essay (10 point maximum)
- Community Service/Leadership (10 point maximum)
- Overall Quality of the Application (10 point maximum)

All scoring will be completed on the official score sheet provided for each individual applicant. There is a maximum of 50 total points.

An unweighted GPA is considered for scoring. In the event of a tie, the committee will defer the weighted GPA of each applicant.

After each applicant is reviewed/scored by all reviewers. Reviewers will tally the applicants' scores individually, thereafter; an overall total score from **all** reviewers will be compiled.

Applicants will be ranked from highest to lowest score.

Based on total scores the top applicants will be selected. Thereafter, granted a monetary award based upon specific criteria met in each scholarship category and fund availability set forth by the alumni association.

\*\*\*This gives the scholarship committee the ability to start at the top and award until all available funds have been distributed. \*\*\*

### **ONCE THE REVIEW IS COMPLETED**

Each reviewer will provide any specific/general feedback to the committee for reporting and approval to the alumni chairperson and the general body.

Each awardee will be notified via all methods of communication deemed appropriate by the scholarship committee.

## SCORING RUBRIC

<b>Individual scoring rubric for scholarship applications-10 points per section</b>	
Student Name:	Total Score      /50
Date:	Reviewer's Score
<b>BIOGRAPHICAL INFORMATION/ACADEMICS</b> <ul style="list-style-type: none"> <li>Official transcript_____</li> <li>ACT/SAT Score_____</li> <li>Acceptance letter from college/university_____</li> <li>3 letters of recommendations_____</li> <li>Unweighted GPA (2.5)_____</li> </ul>	
<b>FINANCIAL NEED</b> <ul style="list-style-type: none"> <li>Clearly stated in the essay_____</li> </ul>	
<b>ESSAY</b> <ul style="list-style-type: none"> <li>Career goals_____</li> <li>College major_____</li> <li>Biographical sketch_____</li> <li>Typed-300 words_____</li> <li>Grammar, punctuation, spelling_____</li> </ul>	
<b>COMMUNITY SERVICE/LEADERSHIP</b> <ul style="list-style-type: none"> <li>In-school activities/clubs_____</li> <li>Community service_____</li> <li>Work full-time _____</li> <li>Civic Organizations_____</li> <li>Work part-time_____</li> </ul>	
<b>OVERALL QUALITY OF APPLICATION</b> <ul style="list-style-type: none"> <li>All required information/documentation submitted_____</li> <li>Original picture_____</li> </ul>	
Total points received	/50
Comments:	
Reviewers Signature:	

### SCORING RUBRIC-POINT ANALYSIS

	7-10 POINTS	4-6 POINTS	0-3 POINTS
BIOGRAPHICAL INFORMATION/ACADEMICS	The student has provided a full picture of their personality, interest and values. The selection committee is able to gain a clear vision of the student's life, individuality and what makes the unique.	The student has provided information about their personality, interest and values. The selection committee is able to gain a general sense of the student's life, individuality and what makes them unique.	The student has provided little to no information about their personality, interest and values. The selection committee is unable to gain any sense of the student's life, individuality and what makes them unique.
ESSAY	The student has greatly stated their educational/career goals. The selection committee is able to gain a clear vision of the student's specific goals, passions and career aspirations.	The student has generally stated their educational goals for the future. The selection committee is able to gain a general sense of the student's college major and career choice.	The student has not clearly stated their personal or educational goals for the future. The selection committee is able to gain a limited sense of their future career/life goals.
FINANCIAL NEED	The student has provided a full picture and has expressed the financial need. The selection committee is able to clearly understand the financial need of the student via the statement submitted.	The student has provided some information regarding the financial need. The selection committee is able to understand the financial need of the student via the statement submitted.	The student has provided minimal information regarding the financial need. The selection committee is unable to understand the financial need of the student via the statement submitted.
COMMUNITY SERVICE/LEADERSHIP	The student has made a clear and significant impact on their school, peers and community. This could include, community service, volunteering at church, or involvement with other civic organizations. The student has listed specific examples.	The student has made an impact on their school, peers and community but did not include many specifics of community service, volunteering at church or involvement with other civic organizations.	The student did not include sufficient examples of community service, volunteering at church or involvement with other civic organizations.
OVERALL QUALITY OF APPLICATION	The submission packet was organized, essay was clear and concise. The selection committee found the overall packet to be informative and engaging.	The submission packet possessed all of the required information. The selection committee is able to score all qualifying area.	The submission packet did not possess all required information, lacked organizing and failed to provide the student's clear vision. The selection committee is unable to score all qualifying area.



**WASHINGTON PARK/ROCHELLE HIGH SCHOOL  
ALUMNI ASSOCIATION, INC.**

Post Office Box 90452 Lakeland, FL 33804-0452  
Website: [wp-rochellealumni.com](http://wp-rochellealumni.com) Email: [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com)

Dear: Scholarship Applicant

Thank you for your application for the Washington Park-Rochelle Alumni Association's Joseph Garvin Scholarship. Determining the awardees for the scholarship is always a difficult decision and is based on many factors. We regret to inform you that you were **not** selected.

We thank you for your interest in our scholarship and appreciate the time you spent sharing information about yourself with us. May you have the upmost success in your future educational endeavors.

Sincerely,

Scholarship Committee

Washington Park-Rochelle Alumni Association Inc.

WASHINGTON PARK/ROCHELLE HIGH SCHOOL ALUMNI ASSOCIATION, INC.

*"EDUCATION FOR A BETTER TOMORROW"*

Date:

Dear: Scholarship Recipient,

On behalf of Washington Park–Rochelle Alumni Association we would like to genuinely thank you for submitting your application for your scholastic excellence.

As a result, we are glad to inform you that you **have been selected for our prestigious Joseph Garvin Scholarship Award –Class of     in the amount of \$     .**

To receive the full benefit of this monetary award you will be required to submit the following information no later than     :

- The college / university / vocational school in which you commit.
- Proof of registration and full enrollment.
- Proof of all Fall / Summer courses enrolled.
- Copy of college student ID.

**\*\*\* YOU MUST BE ENROLLED AS A FULL–TIME STUDENT ( 12 or more credit hours ) TO QUALIFY FOR THIS SCHOLARSHIP AWARD. \*\*\***

To receive full details about the scholarship, it is vital that **you / parent or guardian** attend the orientation on     .

In addition, you will be honored by the association at the annual Scholarship Award Celebration:

If you have any questions or concerns regarding this matter, please feel free to contact:     or  
email us at: [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com).

**Sincerely,**

**Scholarship Committee**

**Washington Park–Rochelle Alumni Association Inc.**

<b>Student Name</b>	<b>High School Attended</b>	<b>College</b>	<b>College Major</b>

\*\*Committee to submit to the Present and use as a point of reference for tracking and distribution purposes.\*\*

**\*\*send these the same day we get done scoring and selecting, you can go in and add the date of our meeting\*\***

**WASHINGTON PARK/ROCHELLE HIGH SCHOOL  
ALUMNI ASSOCIATION, INC.**

Post Office Box 90452 Lakeland, FL 33804-0452

Website: [wp-rochellealumni.com](http://wp-rochellealumni.com) Email: [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com)

Date:

Dear: Scholarship Applicant

Thank you for your application for the Washington Park-Rochelle Alumni Association: Joseph Garvin Scholarship. Determining the awardees for the scholarship is always a difficult decision and is based on many factors. We regret to inform you that you were **not** selected for the Joseph Garvin Scholarship- (ENTER CLASS YEAR).

However, I want to personally thank you for your interest in our scholarship. We enjoyed getting to know more about you. We appreciate you sharing information about yourself. We wish you the upmost success in your future educational endeavors.

Sincerely,

Scholarship Committee

Washington Park-Rochelle Alumni Association Inc.

# Awardee Check List

\_\_\_\_\_ Awardee has been advised of expected arrival time and that a group and individual pictures will be taken shortly after arrival. Awardee understands the importance of timeliness.

\_\_\_\_\_ Awardees have been advised what to do if he/she has any problems, concerns, or issues.

\_\_\_\_\_ Awardee has been advised of the attire of school cap and gown and any other honor cord or collar, etc.

\_\_\_\_\_ Advise awardees that one free ticket will be provided to them for distribution. However, all other family/friends must purchase a ticket at general admission price for all events via alumni guidelines.

\_\_\_\_\_ Give envelope to awardee to self-address and leave with you. Check will be mailed in this envelope.

\_\_\_\_\_ Awardee will be informed that a check will not be received until all proof of enrollment on school letterhead has been provided. Awardees will be informed that on the night of the ceremony, only a promissory letter will be presented along with a certificate of achievement.

\_\_\_\_\_ Awardee understands that payment will be made directly to them and cannot be transferred to any other person or written in anyone else's name.

\_\_\_\_\_ Awardee understands the alumni association reserves the right to use the essays, name, image and likeness of scholarship participants or awardees on our website, blog, or other marketing materials, for promotional purposes.

**Thank you!**

**Scholarship Award Committee**

**Email:** [wprhsalumni@gmail.com](mailto:wprhsalumni@gmail.com)

**Website:** [www.wp-rochellealumni.com](http://www.wp-rochellealumni.com)

**Cash App:** \$WPRHS

**P O Box 90452, Lakeland, FL 33804-0452**

---

**Signature of Awardee**

## CHECK REQUISITION FORM

(Forms must be submitted 3 or more days prior to date needed).

Requested by:

---

Committee:

---

Date of Request: \_\_\_\_\_ Date  
Needed \_\_\_\_\_

Amount of

Request \_\_\_\_\_

Make check payable to:

---

Purpose of Request :

---

---

---

---

---

Submitted By: \_\_\_\_\_

Chairman

Finance Representative Signature:

---

Date \_\_\_\_\_

***For official use only: Ministry Budget Balance: \_\_\_\_\_ (Financial Secretary)***