

SECU Foundation

PEOPLE HELPING PEOPLE

Summary Checklist

The SECU *People Helping People* Scholarship administration will include the following responsibilities:

- Superintendent identifies SECU *People Helping People* Scholarship facilitator for LEA
- Facilitator determines how selection will be administered at the local high school level and LEA level
- Superintendent ensures the facilitator has a comprehensive district plan to communicate with the high schools and shares this plan with school board members
- LEA communicates updated selection processes with all high schools in the district.
- Facilitator establishes an LEA Scholarship Selection Committee to determine final selection of scholarship winner(s) for the district – committee must be comprised of 3 or more members
- LEA ensures each high school is sharing scholarship information with students and their parents (i.e. information posted on each high school website, sent through email, and announced at assemblies)
- Facilitator communicates final selection(s) with SECU Foundation as indicated in the operating procedures (SECU Foundation will then verify that each recipient chosen is a member of SECU or eligible for membership through a parent or guardian-LEA will not announce selection until SECU Foundation has verified recipient's membership)
- Facilitator will advise SECU Foundation of any change in recipient eligibility and advise of alternate as needed
- Facilitator serves as the point of contact for SECU *People Helping People* scholarship related questions for the high schools in your district