

The SECU Foundation *People Helping People* Scholarship Program will award at least one scholarship valued at \$10,000 (payable at \$1,250 per semester) to each of the 115 Local Education Agencies (“LEA”) in North Carolina to award to a graduating senior attending one of the 16 constituent campuses of the UNC System. Each graduating senior meeting the eligibility criteria will be considered for the scholarship. **The SECU Foundation *People Helping People* Scholarship will only be available to graduating public high school seniors who are either members of State Employees’ Credit Union (“SECU”) or eligible for membership through a parent/guardian.** All high schools will use the process implemented by their LEA to submit their nominations for the scholarship. The LEA Scholarship Selection Committee will determine final recipients for the scholarship. Please review the below operating procedures:

1. Each LEA will establish how the selection process will be handled at the local level and ensure that each high school in the district understands the LEA’s process as well as any changes to application, criteria, and eligibility. LEA will direct the high schools to distribute information to the students. This may be achieved by sending an email or letter to the principals and counselors or setting up a meeting to discuss changes and new procedures.
2. LEAs will ensure each high school in the district is providing scholarship information to all eligible students and their parents. Information should be posted to the high school website(s), may be shared via email or letter to the students and their parents, and shared during morning announcements or senior assemblies. A flyer is attached for high schools to post on their campus.
3. High schools should set a deadline for students to submit an application to the high school. LEAs should set a deadline for the high school to submit applications to the LEA. The LEA must ensure that each high school has a process in place for submission to the LEA. Student applications and all accompanying paperwork will be turned into school counselors, who will verify the application is complete and submit to the Director of Counseling (or equivalent) at the LEA.
4. Each LEA will need to create a Scholarship Selection Committee comprised of three or more members who will make the final decision on scholarship recipient(s) for the LEA. The LEA Scholarship Selection Committee must also identify any alternate (first runner up) student(s) in the event the named recipient(s) is unable to accept the scholarship (receives a full scholarship, declines the scholarship, chooses to attend a private or out of state university). **All members of the LEA Scholarship Selection Committee must sign a written statement on LEA letterhead identifying chosen recipient(s) and alternate recipient(s) selected and submit to SECU Foundation.**
5. The LEA Scholarship Selection Committee makes final determinations of all scholarship recipient(s) for that LEA. **VERY IMPORTANT: LEA/High School should NOT inform student(s) of decision until SECU Foundation has verified student SECU membership eligibility.** LEAs will electronically submit completed scholarship application packets to SECU Foundation (secufoundation@ncsecu.org) for eligibility verification. Once SECU Foundation has notified the LEA that all recipient(s) are eligible, recipient(s) names may then be provided to principals and counselors for the official announcement (typically done on awards ceremony day for each school).

6. Scholarship recipients may not be a director, employee, or family member of a director or employee of SECU or the SECU Foundation, or a family member of a member of the scholarship selection committee. *For the purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member includes spouse, parents, siblings, children, grandchildren and great-grandchildren, and spouses of children, grandchildren and great-grandchildren, of a selection committee member, employee or director of SECU, or employee or director of SECU Foundation. Also, for the purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member also includes persons living in the same residence and maintaining a single economic unit as a selection committee member, employee or director of SECU, or employee or director of SECU Foundation.* However, please note that the student must be a member of SECU or be eligible for membership through a parent or guardian at the time of application to be eligible for the scholarship.

The LEA Scholarship Selection Committee will ensure the required information below has been received for each recipient and electronically submit the information to SECU Foundation no later than **April 3, 2020** for confirmation of eligibility:

- Completed Student Application and Essay. **This document must be sent as a Word Document only. The document is macro enabled to allow SECU Foundation to import student data into our database directly. Please do not send this document as a PDF or Google Doc.**
- Copy of University Acceptance Letter
- Photo of Student (head shot only) – submitted electronically in jpeg format
- A **5-6 sentence bio** written by Student with Accomplishments and Awards noted, bio may be published in local newspaper
- Written LEA Scholarship Selection Committee Statement, signed by all committee members, on LEA letterhead, identifying the selected recipient(s)
- Hand signed Consent Form. Each recipient of the scholarship and their parent/guardian **must sign and date** (we cannot accept electronic signatures) the Consent Form to release their names and images for press releases to the local news media as well as within SECU and the SECU Foundation. In addition, both parents and student will be asked to submit their full social security numbers on this Consent Form, to verify eligibility as an SECU member

The LEA Scholarship Selection Committee will advise SECU Foundation of the dates and times of the awards ceremony so that a representative of the local SECU office and an SECU Advisory Board member may be in attendance to present a letter of award to the recipient at the high school awards day or recognition ceremony.