

## **CRITERIA**

### **The Stephen E. Toop Memorial Scholarship Fund**

#### **PURPOSE:**

The purpose of the Fund is to provide scholarship(s) for a Francis Scott Key or Westminster High School graduating senior in Carroll County, Maryland who has been accepted at an accredited College, University or Technical School.

#### **SCHOLARSHIP SELECTION CRITERIA:**

- A. A scholarship will be awarded to one student who meets the following criteria:
- The student shall be graduating senior of Francis Scott Key or Westminster High School
  - The student shall have been accepted at an accredited College, University or Technical School
  - The scholarship will be awarded based on financial need.
  - The Student should demonstrate exemplary character, leadership through service learning, contributions to school and the community-at-large.
  - Student shall submit a 500-word essay on career and personal goals and how the Stephen E. Troop Memorial Scholarship will help achieve those goals.
- B. The administration of the scholarship shall be as follows:
- Applications shall be reviewed by the Scholarship Committee of Community Foundation of Carroll County, Inc. and approved by the Board of Directors. Donor or designee reserves the right to participate in the selection process and present the initial award at graduation.
  - This is a multi-year scholarship. The amount of the award may vary based upon the earnings of the Fund.
  - The recipient is to maintain a 3.0 average to maintain the award and provide the Community Foundation of Carroll County, Inc. with transcripts each semester. The money shall be transmitted by the Community Foundation of Carroll County to the college, university or technical school and applied directly to the student's account. The monies shall not be remitted to the scholarship winner directly. If a student does not enter school or having entered, drops out, the scholarship grant or part thereof refunded shall revert to the Stephen E. Toop Memorial Scholarship Fund.
  - The Community Foundation of Carroll County will determine the application process.

**GENERAL CONDITIONS:**

RESPONSIBILITIES OF BOARD

- A. The chosen recipient(s) will be selected in accordance with the selection criteria identified in this document.
- B. The Community Foundation of Carroll County shall administer the program in a prudent financial manner.
- C. The Community Foundation of Carroll County shall submit an annual financial report to the Donor.

RESPONSIBILITIES OF FUND

The Community Foundation will transmit checks made payable to the College, University or Technical School on or about July 1<sup>st</sup> of each year. The transfer will be in accordance with applicable regulations and laws governing such scholarships.