Policies for Selecting Scholarship Recipients

This document provides an overview of the Endowment’s selection process including timing, the parties involved, and the process that will be followed.

General
Each scholarship will have an application that provides, at a minimum, a description of selection criteria, a list of materials that must be supplied by the applicant, and a due date for the application. To the greatest extent possible, the process of selecting a recipient for a scholarship will be “blind” (i.e., the people evaluating applications will not know the names of the applicants).

Timeline
Applications will have a specified due date in early spring, will be evaluated in a timely manner, and the scholarship will be presented at or near the time of graduation. Funds will be paid out at the time of the presentation of the scholarship or at a later time, as determined by the Scholarship Committee of the Windham Endowment.

Applicants
General requirements are described in the application for each scholarship.
A student may apply for more than one scholarship, although there may be restrictions.
The immediate families and grandchildren of the following individuals are not eligible for any scholarship awarded by the Endowment in a particular year:
   Individuals directly involved in the selection process, including the current screener and current members of the Scholarship Selection Committee.
   Current members of the Board of Directors of the Endowment.

Scholarship Selection Committee (“the Committee”)
(While there may be more than one Scholarship Selection Committee, this document is written as though there is only a single Committee.)
The primary responsibility of the Committee is to evaluate applications for scholarships administered by the Endowment and to select recipients for those awards.
The Committee may also be asked to:
   Publicize the availability of the scholarships.
   Notify recipients about their awards and publicize the award.
   Recommend changes to the scholarship applications and/or the policies that govern the overall management of the scholarships.
Membership of the Committee

The Executive Committee of the Endowment will appoint members for one-year renewable terms.

Members should have little knowledge of and contact with the current pool of applicants. The Committee will have an odd number of voting members, with a minimum of three. In addition to the appointed members, a member of the Executive Board of the Endowment will be an \textit{ex officio} member of the Committee so that the Executive Board may be kept informed of the Committee’s progress and issues that may arise. The \textit{ex officio} member will not have a vote on any motion considered by the Committee.

The Committee will elect a Chair who will coordinate the meetings and work of the Committee.

The Committee will meet as necessary to accomplish its tasks. Committee members may attend by electronic means (e.g., via a voice or video connection).

The number of Committee members necessary to constitute a quorum for any vote shall be at least 50\% of the voting members of the Committee.

Votes may be taken by electronic means (e.g., email, telephone).

The Committee's choice of recipient for a scholarship will not be subject to approval by the Executive Committee or the full Board of Directors of the Endowment.

\textbf{Screener}

The screener will be appointed by the Executive Committee of the Endowment and must not be a member of the Committee.

The screener’s primary responsibility is to ensure that the identity of applicants remain unknown to the Committee so that the selection process for each scholarship is blind.

\textbf{Applications}

Applications for scholarships will be made available on the Endowment’s website.

At appropriate times, scholarships should be publicized in the local media. At a minimum, notices should appear when the applications become available and again approximately one month before an application’s due date.

When submitted, applications become the property of the Windham Endowment. They will be treated in a confidential manner and will be seen only by the Committee and by others associated with the Endowment, as necessary. Portions of an application will be released to others outside the Endowment only with the applicant's permission or in accordance with rules specific to a particular scholarship.
Process
Receipt of applications
The screener will receive applications either in hardcopy or electronic form and will assign an ID code to each application, marking both the applicant information page and first page of the application with that ID code.
The screener will make a copy of each application in its entirety except for the applicant information page.
The screener will redact the applicant names and other identifying information in the copies of the applications.
The screener will convert the redacted applications to a digital format (probably by scanning to PDF) and will distribute the files to members of the Committee through electronic means.
The screener will preserve the original redacted applications along with the original unredacted version of the application, including the applicant information page.
The screener will prepare a key file, listing the names of applicants along with their ID codes.

Evaluation of applicants and selection of recipients
After an application’s due date has passed, the Committee will meet as necessary to review and evaluate the applications for a scholarship.
The Committee will determine the process and methods used to select the recipients of each scholarship but in all cases will base its selection on the criteria described in the application for that scholarship.
The choice of a recipient will be by simple majority of those voting.
Recipients may be vetted for eligibility by consulting with school authorities. The Committee should select a backup recipient in case the recipient is or becomes ineligible to receive the scholarship.
If, for any reason, the Committee needs to contact an applicant during the evaluation process, it will do so indirectly through the screener so that the selection process remains blind.
After recipients and backups are chosen, the Chair will notify the screener of their ID codes and the screener will use the key file to determine the names of the recipients and backups.

Notification of recipients
On or before a scholarship’s notification date, the Endowment will notify the recipient of a scholarship in writing or by some other method of the Endowment’s choosing.
Subsequently, the Endowment will publicize the awarding of a scholarship with a press release to the local media. It will also notify the Guidance Department at the recipient’s school.
Preservation of records
   The originals of all applications, the original redacted applications, and (if desired) the Committee’s worksheets will be preserved in the Endowment archives for a reasonable period of time. All copies of applications should be destroyed.

Presentation of scholarship
   The presentation of a scholarship will be in accordance with the policies and practices of the recipient’s school.

Payment of funds
   The Windham Endowment will determine the timing, amounts, and payees for scholarship funds.

Non-award of scholarship
   If, in any year, the Committee decides that no applicant meets the minimum requirements for a scholarship, the award for that scholarship will not be made that year.