

Scholarships by the Hanford Drama Booster Club

1. The Hanford Drama Booster Club awards scholarships in the following areas:
 - a. Thespian Scholarship: awarded to a senior out of Hanford Drama Booster Club's operating funds based on criteria established by its Executive Board. The current requirement is that the student will major in drama while at college. Criteria for award are financial need and participation in Hanford drama. Recently, \$1,000 has been budgeted, awarded either as a single or multiple awards.
 - b. Drama Citizen Scholarship: awarded to a senior out of Hanford Drama Booster Club's Scholarship Funds. The restrictions placed by the donor on these funds are that the scholarship be for a 4 year college and that the student participated in at least half the productions during their time at Hanford. The criteria for award are leadership, scholarship, and financial need. Typically, multiple awards are given ranging from \$500 to \$5,000.
 - c. Student Travel Scholarships: awarded to students out of operations or scholarship funds for trips approved by the Richland School Board. The requirement for award is that the student has been selected by the Drama Director to be on the trip. Criteria for the award are set by the Executive Board and are currently financial need, participation in the Hanford drama program, and value to the participant and the drama program. Typically multiple awards are given ranging from a quarter to the full cost of the trip.
 - d. Adult Travel Scholarships: awarded to adults who are chaperoning students on trips approved by the Richland School Board. Funds may come from operation funds or (with the approval of the donor) from Scholarship Funds. Criteria for award are financial need and the need to have the particular adult chaperone on the trip. These awards are not typical, but there have been multiple awards.
2. The Executive Board of the Hanford Drama Boosters Club has sole authority to award scholarships.
3. Each year, the President of the Hanford Drama Boosters Club, with the concurrence of the Executive Board, shall appoint a Scholarship Committee to advise the Executive Board. The members of the committee should not be a parent of a student likely to apply for a scholarship but should be active participants in the Hanford Drama Program. The Director of the Hanford Drama Program should be a member of the committee.
4. The Executive Board shall provide goals (usually total dollar amounts and award criteria) to the Scholarship Committee for consideration. If the Scholarship Committee deviates from such goals, then suggested awards above the financial goals should be separately provided to the Executive Board. If not all funds are suggested to be used, the Committee should simply note this. If the Scholarship Committee deviates from the criteria provided by the Executive Board, the committee shall justify the deviation.
5. No scholarships should be awarded without the applicant having submitted a written application. The Scholarship Committee shall prepare standardized forms for the scholarships. Because of the financial information required, such applications should be protected to honor privacy rights. A useful process is to have a single individual on the Scholarship Committee have direct access to the application who then shares the information with others on the Scholarship Committee. Application forms shall be destroyed after Executive Board action.
6. The Scholarship Committee shall carefully review each application without regards to friendship or personal acquaintance. Recommendations to the Executive Board shall be in writing, respecting the privacy rights of the applicants.

7. Applications for travel scholarships should be turned in to the Director of the Hanford Drama Program at least two weeks before the travel begins. The Scholarship Committee will recommend awards by e-mail to the Executive Board. The President will inform the Director of the Hanford Drama Program of the Board's decisions, so that the winners can be awarded.
8. Applications for college scholarships should be turned in by March 15 to the Director of the Hanford Drama Program. The Scholarship Committee shall meet before April 1 to recommend awards. The recommendations shall be sent by e-mail to the Executive Committee for action. The President of the Executive Board shall inform the Chairman of the Scholarship Committee of the board's decisions. The chairman shall inform the other members of the Scholarship Committee who will inform the applicants.
9. If the plans of the college scholarship winner change, the awardee shall notify the Executive Board of the changed plans (different college, deferral of college) in writing. Based on the advice of the Scholarship Committee, the Executive Board may transfer the funds to the different college or reserve the funds for latter use (the deferral being no longer than five (5) years. When the awardee intends to use the funds, the awardee should apply to the Executive Board in writing for release of the funds.
10. A student receiving a college scholarship who requests that the funds in their Booster account be added to their college scholarship amount shall have their college scholarship increased by the amount of funds in their Booster account. (added 6/18/08 per Board action)
11. Payment of college scholarship shall be made by check written out to the college and to the awardee (this is the normal practice for scholarships awarded through Hanford High School).
12. Payment of travel scholarship shall be made by transfer of the funds to the account (either Booster Club or ASB) handling the travel funds for the trip. In special circumstances (e.g., small group travel), the Executive Board may transfer the funds directly to the traveler.
13. The Executive Board shall determine how the Scholarship Funds be invested. The funds shall be invested in a conservative manner (either money market funds or conservative mutual funds). If stock of an individual company is received, that stock must be quickly sold (normally within 7 business days of receipt). The amount of funds in the money market should cover at least 3 years of disbursements.
14. The Executive Board may supplement a college scholarship amount by the student's unspent personal account. (added February 2008)

Travel Scholarship Application

Return to Mr. Leggett at least 2 weeks before travel

(Use additional sheets as necessary)

Name: _____

Class: freshman ____ sophomore ____ junior ____ senior ____

Phone: _____

Amount requested \$ _____

1. What benefits would come to the Hanford Drama Program and for you by this travel

2) Are there special financial circumstances that the Scholarship committee should be aware? Detailed dollar amounts are not necessary, but enough information should be provided to allow the committee to make its decision.

3) Describe your activities in Hanford drama. Please include leadership roles and behavior on past drama trips.

Travel

College Scholarship Application
Return to Mr. Leggett by the Friday before Spring Break
(Use additional sheets as necessary)

Name: _____

Phone: _____

Amount requested _____ \$_____

College: _____

Proposed major: _____

- 1) **Describe your activities in Hanford drama. Please include leadership roles.**

2. **Provide GPA and Class Ranking, as well as other information on academic achievement.**

- 3) **Are there special financial circumstances that the Scholarship committee should be aware? Detailed dollar amounts are not necessary, but enough information should be provided to allow the committee to make its decision.**

- 4) **What do you expect from college?**

College