

## GUIDELINES OF THE LOUISVILLE FIRE DEPARTMENT SCHOLARSHIP PROGRAM

### ARTICLE I: NAME

1. The name of the committee responsible for administering this fund shall be the Louisville Fire Department Scholarship Committee. The Committee shall consist of five members.
2. The committee shall be selected by the Chief of the Louisville Fire Department, at the January Business meeting. The committee members shall hold their position for the period of one year. There is no limit of how many times a person can serve on the Scholarship Committee. It is recommended that the Chief use a voting mechanism for the nomination and selection of the committee members. The names of the committee members will be posted at both stations. Each selected member is entitled to one vote. The committee members shall select the Committee Chairman by a simple majority vote. The Chairman's purpose is to ensure that the committee performs its duties and to be a focal point for correspondence to and from the committee.

### ARTICLE II: OBJECTIVES

1. The objectives of the Louisville Fire Department Scholarship Committee shall be:
  - To promote and develop the scholarship.
  - To select recipients and award scholarships annually.
  - To keep the general membership informed on the aims, methods, and progress of the scholarship program and of the students who benefit from it.

### ARTICLE III: POLICIES

1. The Louisville Fire Department Scholarship Program shall be administered by the Scholarship Committee, and supported by funds derived from individuals, organizations, business establishments, fund raisers, or other means deemed acceptable by the general membership of the Louisville Fire Department.
2. All funds for the scholarship program shall be held in a special account. This account shall be known as the Scholarship Fund for identification purposes.
3. Distribution of the scholarship funds shall be made in the form of a check as authorized by the Scholarship Committee.
4. The scholarship Committee shall determine the number of scholarships and the amount of each for that calendar year depending upon available funds. The maximum amount for a single scholarship shall be \$1000.00. The committee will not be required to award a scholarship if there is not a suitable candidate available or if there are insufficient funds.
5. A committee member may not be a candidate nor have a child who is a candidate. All Committee members must be present for the vote and a majority vote wins. Final selection of a recipient will be by secret ballot.

6. Applicants for scholarships will be selected on scholastic achievements, potential exhibited for success in pursuing post-high school education, participation in extra class activities, participation in community service, jobs held, character, and recommendations made by referrals.
7. All applications shall be mailed to the Committee Chairman and post marked on or prior to a date determined annually by the Committee. Selection will be within 4 weeks.
8. Principal scholarship recipients shall be awarded certificates at the May business meeting and/or at the annual high school awards program as determined by the committee.
9. Scholarships may be used at any accredited post secondary institute of learning, including trade and vocational schools.
10. Checks will be made payable to the student and/or the educational institution that the student is attending.
11. The name of the Louisville Fire Department Scholarship Fund can be used for solicitation purposes only when the monies are deposited into the Scholarship Fund.
12. Any individual, organization or business may contribute any amount of money to the Scholarship fund.

#### ARTICLE IV: APPLICATION AND RECIPIENTS

1. Eligible applicants include:
  - a. Any active member of the Department (volunteer, reserve, or career firefighter or paid staff) who is in good standing with the Department. Members on Leave of Absence are not eligible.
  - b. Spouse, dependent children, or dependent grandchildren (as defined by the Internal Revenue Service) of an active member of the Department.
  - c. Spouse, dependent children, or dependent grandchildren (as defined by the Internal Revenue Service) of a firefighter who died while an active firefighter on the Department.
  - d. Spouse, dependent children, or dependent grandchildren (as defined by the Internal Revenue Service) of a retired or deceased firefighter who had 10 or more years of service to the Department (pension or reserve).
2. Applicants who are currently attending high school must provide an official School transcript that demonstrates a GPA of at least 2.8 out of 4.0 or equivalent at the time of application. Applicants who are not in high school are not required to provide their last school transcript, but it is highly encouraged.
3. Recipients will be required to attend school either summer or fall immediately following award of the scholarship.
4. Recipients will be expected to return a signed letter indicating acceptance of the scholarship and its terms by a date to be determined by the committee. If the recipient is a minor, a parent or legal guardian must sign the letter.