



## **Kappa Epsilon Alumni Association of North America, Inc.**

A Non-Profit 501c3 Corporation

### **Scholarship Grant Guidelines**

#### **I. MISSION STATEMENT**

We, the members of the Kappa Epsilon Alumni Association of North America, Inc. (KEAANA), firm in the belief that education is the key to social and economic progress in our mother country, the Philippines, hereby establishes this scholarship grant to fund the college education of deserving students which are children or relatives of our fraternal brothers and sisters in the Philippines.

#### **II. NAME OF THE PROGRAM**

This program shall be called the KEAANA Scholarship Grant, hereinafter referred to as the GRANT.

#### **III. MANAGEMENT OF THE PROGRAM**

The GRANT shall be run and managed by the KEAANA Scholarship Committee as directed by KEAANA Leadership, whose mailing address of record is 9990 Richmond Ave Suite 150 (North) Houston TX 77042.

#### **IV. FUNDING OF THE PROGRAM**

The GRANT shall be funded by appropriation from the general fund of KEAANA and/or funds generated by specific fund raising activities designated for this purpose.

#### **V. AMOUNT OF FUNDING**

The fund shall be set annually. This will include tuition fees and other items specifically requested by the committee and approved by KEAANA leadership.

#### **VI. SPECIFIC GOAL AND PURPOSE OF THE PROGRAM**

The GRANT will fund a scholar until he or she graduates and obtains a four or five year bachelor's degree. There may be multiple scholars as funds allow and approved by Leadership. If, due to justifiable reasons, the scholar requires additional year/s to obtain a degree, he or she shall submit a request for consideration and provide reasons as to why funding should be extended. The request shall be submitted to the scholarship committee and or its representatives. In turn, the scholarship committee will recommend appropriate actions to Leadership.

Upon graduation of the scholar, or in the event the scholar fails to continue or stay in school for any reason, immediately on the following year or semester, KEAANA Leadership, through the scholarship committee shall select a new scholar. If for some reason, the scholar fails to complete a semester, KEAANA is not obligated to pay for that semester's scholarship fund.

## **V11. DUTIES OF THE SCHOLARSHIP COMMITTEE**

1. Manages the scholarship program as directed by Leadership.
2. Shall be headed by any current active KEAANA member (or their spouse), nominated to act as the Chairperson by Leadership. The Chairperson shall nominate 4 other committee members who are active KEAANA members and/or spouses of active members.
3. Establishes guidelines for approval by Leadership.
4. If needed, selects a Philippine partner for approval by Leadership.
5. Selects a scholar from the top 5 candidates recommended by the Philippine partner.
6. Acts on all activities of the scholarship program.
7. Prepares and maintains an annual four or five year scholarship budget.
8. Receives, reviews and acts on all recommendations and reports from the Philippine partner.
9. Reports on operations, financial and other reports as required by Leadership.
10. Shall be devoid of any conflict of interest in performing its duties.
11. Shall report to Leadership and the general KEAANA membership the status of the scholarship program through social media platforms and approved sites.

## **V111. PHILIPPINE PARTNER (Optional)**

1. The use of a Philippine partner to administer the grant is optional if the scholarship committee determines it more practical to partner with one rather than do their own groundwork.
2. Shall be a non-profit organization with a community-based nationwide services.
3. Shall have a nationwide reputation of fairness and integrity.
4. Shall have the logistical means to access and reach out to high school student applicants.
5. In carrying out its duties, shall be devoid of any conflict of interest in selecting and recommending candidate/s.
6. Shall sign a Memorandum of Agreement with KEAANA and its representatives.

## **1X. DUTIES OF THE PHILIPPINE PARTNER (Optional)**

1. Screens candidates for the scholarship program using the criteria established by the scholarship committee.
2. Submits to the scholarship committee the names of the top 3 candidates with their recommendations and required documents.
3. Submits receipt of expenses as soon as possible to the committee and no later than 60 days from the date of the receipt.
4. Monitors the scholar's activities, provides counseling whenever appropriate and ensures maintenance of his or her academic standing.
5. Observes and reports any personal crisis that may warrant suspension or replacement.
6. Shall submit scholarship reports at the end of each semester. To include grades, extra curricular activities and other reports requested by the scholarship committee.

## **X. CANDIDATE REQUIREMENTS AND DUTIES**

1. Shall be a high school graduate or a graduating high school student, resident of the Philippines whose parent or immediate relative is an active Kappa Epsilon or Theta Epsilon member or alumni of good standing.
2. Shall have a grade average of \_\_\_ % and above at high school graduation.
3. Shall submit an essay on a theme regarding the importance of education to the scholar's future.
4. Shall be involved in extra curricular school and community activities which promote leadership, ethical integrity, character building, sportsmanship, civic and humanitarian activities, and community involvement affecting the overall development, growth and economic well being of the local and/or national community.
5. Shall be enrolled at a minimum number of required units of courses to qualify as a full time student.
6. Shall maintain a grade average of \_\_\_ % and above until graduation, with no failing grade in any subject.
7. Shall submit a transcript of records along with a request letter to reenroll in school at the end of each semester.
8. Shall submit a biodata and character reference from a credible school and community leaders.
9. Shall pass an interview with the scholarship committee or its representatives.
10. Shall submit a photograph taken within the last 6 months.
11. Shall be free of illegal drugs and substance abuse. Scholar may be subjected to a random testing as requested by the scholarship committee.

## **XI. AMENDMENT AND / OR DISSOLUTION**

KEAANA Leadership upon the recommendation of the scholarship committee, may amend, suspend or dissolve the scholarship grant due to insufficiency of funds or lack thereof.