

St. James Lutheran Church

Scholarship Fund

History

The St. James Apartments (Apartments) were completed in December, 1994. Sometime after the completion of the apartments, St. James Lutheran Church (Church) set up a “charity” fund that received funds from the Apartment in the amount of \$12,000 annually to be used for scholarships. [Note: there is a document/letter that uses the term “charity”.] Church continues to receive \$12,000 annually from the Apartments.

The \$12,000 has been disbursed to the Church since about the year 2000 and used by the Church over the years to fund scholarships to St. James students and “I Have A Dream” (IHAD) students. I Have A Dream Foundation-Oregon (IHAD) was created in April 1990 by Leonard Girard, Pam Jacklin and Ken Lewis, founders. For a period of time the \$12,000 was split in half with \$6,000 disbursed to IHAD for scholarships and \$6,000 retained by the Church and disbursed for scholarships. (Church Council Highlights November 15, 2000.)

Eventually IHAD was dropped as a recipient of funds by the Church Council. The exact date is not known. Scholarships were given to St. James college students; eventually seminary students were added as recipients.

The current Scholarship committee in 2015, in reviewing the management of the Scholarship Fund, has undertaken to develop written policies and procedures to determine how the Scholarship monies are to be disbursed in the future.

Proposed Purposes of Scholarship Monies

The Scholarship committee proposes that Scholarship monies be used in the original manner, charity and scholarships, for the following two purposes:

1. Full-time colleges and universities, community colleges, trade schools.

1.a. Scholarship monies may be used to provide scholarships to St. James student members for use in attending: a 4-year college or university; a community college; a trade school.

1. b. No scholarship monies will be provided for: seminary students, post-graduate students pursuing religious studies; students seeking post-graduate degrees, *i.e.* law school, medical school, Master of Science degrees or Master of Arts degrees or other post-graduate degrees.

1. c. Scholarships to a St. James student member shall be available to the student for only four (4) school years only. Reapplication by the student may occur to cover four school years; see the definition of “school year” in 1.f, below. There may be a break in the four years. If the St. James student member must attend college for five years, this policy prohibits the applicant from receiving scholarship monies.

1. d. A scholarship awarded to a St. James student member shall not exceed \$2000 per school year. The amount awarded may be less than \$2000 in the sole discretion of the Scholarship committee. An award of a specific amount in one year does not guarantee a similar amount awarded in a subsequent year.

1. e. The Scholarship committee retains the full authority to grant or not grant any application seeking scholarship funds for any school year.

1. f. For purposes of this policy, “school year” means when the school year begins, such as September 2015, and when that school year ends, such as June 2016. The “school year” may be part of two different calendar years.

2. Eligibility

A person to be eligible for a scholarship must:

2. a. Be a member of St. James Lutheran Church and maintain his/her membership throughout the duration of the school year to which the application applies.

2. b. Complete and submit the application timely. No late applications will be accepted.

3. Completed Scholarship Application includes:

3. a. Completed application. Parent must sign the application if the applicant is under 18 years of age.

3. b. Essay (2 pages, double spaced; theme to be announced.)

3. c. Two (2) letters of recommendation

3. d. Copy of high school transcript or college transcript

4. Application Form

Application form will include: college/trade school information, applicant information, description of activities, community service, essay, certification(s), and signature(s).

5. Financial Award.

An award of Scholarship monies shall be provided to the scholarship recipient's college/university and the school will then credit the student's account toward books and/or tuition. Scholarship monies will not be disbursed directly to the applicant.

6. Child Development Center (CDC), St. James Lutheran Church.

The Scholarship Committee, taking into consideration the initial purpose of the monies received from the Apartments to provide "charity" and scholarships, will distribute a set amount of money, to be determined annually, to the CDC for the purpose of providing funds to paying families of CDC for "emergency purposes". "Emergency purposes" is defined as a situation where the parent(s) lose his/her job and needs to have his/her child(ren) in daycare to look for a job; other similar situations can occur. The Director of the CDC, currently Patrick Earnest, will have authority to determine if an emergency situation occurs. The Scholarship committee recommends that Patrick Earnest, or subsequent Director, consult as needed with the current Pastor of the Church prior to making a final decision. The Scholarship committee believes that the use of monies in this way fosters the "charity" aspect of the original purpose behind the funds, and is, in fact, a scholarship to the paying families of the CDC.

The initial amount to be distributed to CDC beginning in 2015 is \$2,000. Thereafter, the Scholarship committee may reassess the amount annually.

7. Other purposes

The Scholarship committee may consider adding other purposes to the disbursement of Scholarship monies at any time. However, any purpose must be in accordance with the initial purposes of the use of the monies which is to provide charity and scholarships.

Administrative provisions

1. Special Fund maintained for Scholarship monies. The annual receipt of \$12,000 from the St. James Apartments shall be placed in a separate account entitled "Scholarship Fund Account" in the Special Funds maintained by the Church. If possible this account shall be an interest-bearing account. Any money not awarded in scholarship(s) shall be accumulated in the Scholarship Fund Account and scholarships may be awarded from monies currently in that account.

2. Report to St. James Housing Board of Directors. The Scholarship Committee shall prepare a report annually to be given to the St. James Housing Board of Directors at the end of each calendar year setting out the following:

Amount of money received from all sources during the calendar year;

Names of Applicants for scholarships and intended school;

Applicants awarded scholarships and amount of award;

Balance of funds at the end of the calendar year in the Scholarship Fund Account.

Any other information regarding the use of monies from the Scholarship Fund Account during the calendar year other than the award of scholarships.

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Council approved May 21, 2019