

## Calvert County 4-H Volunteers' Association Scholarships and Financial Awards

**Purpose of Program:** The Calvert County Volunteer Association (hereafter called “the Association”) supports the local 4-H program by providing funding for local program needs and by providing scholarships and financial awards for 4-Hers seeking to enrich their 4-H learning experience through attendance of official 4-H events and activities. The Association also provides funding for adult MCE volunteers who are involved in training and educational activities in support of the Calvert County 4-H Program.

**Priority Use of Funds:** Funding will be used as the Association deems appropriate for the following 4-H activities and programs:

- 1) To provide educational scholarships to active 4-H members for out-of-county activities such as trips, exchanges, competitions, training sessions, meetings, etc.
- 2) To provide educational scholarships to active 4-H members for county and local 4-H activities such as camps, training sessions or meetings, recreational activities, etc.
- 3) To assist with or enrich ongoing county 4-H programs and events.
- 4) To provide funds for new 4-H programs or activities.
- 5) To provide funding in the form of grants for adult MCE volunteer attendance of trainings, forums, and other official 4-H events.
- 6) To provide funding for other activities deemed necessary and appropriate to further 4-H educational programs.

**Sources of Funds:** The Association obtains funds throughout the year, primarily through fundraising activities, grants, and donations. These funds are maintained in the Association treasury and managed by the elected Association Treasurer, with the authorization and direction of the Association membership.

Association Funds are obtained through the following means:

- 1) Fundraising Activities: proceeds of product sales and events such as auctions or sales. Fundraisers are coordinated by the Association, and all 4-H clubs and members within Calvert County are strongly encouraged to participate.
- 2) Donations: The Association accepts monetary donations from individuals, organizations, or businesses.
- 3) Grants: With assistance from the Calvert County 4-H Educator, the Association may identify and apply for grants available to support 4-H activities. These grants may be earmarked for specific use, and they will be managed and administered according to requirements of the specific grant.

**Eligibility for Funds:** Funds may be disbursed from the Association treasury in support of individual 4-Hers' efforts, adult MCE Volunteer activities, or to support county program activities. Award of benefits will be made available to programs and individuals without discrimination on the basis of race, color, national origin, sex, age, or handicap.

**4-H Members:** Active Calvert County 4-Hers are eligible to apply for and receive Scholarships from the Association. Applicants may be members of a 4-H club, or may be "independent" 4-H members (not belonging to a designated or specific club). 4-Hers applying for scholarships from the Association must meet the following eligibility requirements:

- 1) The 4-Her must be currently enrolled in 4-H and have submitted an enrollment card for the year of the award.
- 2) The 4-Her must be active in 4-H and must participate in activities other than simple attendance of club meetings. The 4-Her may participate in activities including (but not limited to):
  - Public speaking, demonstrations, or other communications contests
  - Judging contests, competitions, skill-a-thons, etc.
  - 4-H animal shows or project shows
  - 4-H-related or sponsored community service projects
  - 4-H events such as 4-H Day in Annapolis, 4-H Fun Day, County Achievement Night, Teen Focus, etc
  - Serving as a 4-H Club officer or on a county or state-level committee
  - Exhibit in the County or State Fair
- 3) The 4-Her must have submitted a 4-H record book for the previous year. If the 4-Her is in his/her first year of 4-H, s/he shall complete a record book for the year of the award, or lose eligibility for future scholarship awards. Senior 4-Hers may submit portfolios completed for competition in lieu of a record book.
- 4) The 4-Her shall have participated in fundraising activities to support the Association fund. Because funds for scholarships are largely dependent upon the success of fundraising efforts, the 4-Her shall have made the attempt to help contribute to this fund.
  - 4-H Club Members: 3 or more club members (including the applicant) must have participated in fundraising efforts in the past year.
  - Independent 4-Hers: The applicant must have participated in fundraising efforts in the past year, with a fundraising goal effort equal to at least half of the amount of the scholarship for which s/he is applying (\$25.00 in sales to support a \$50.00 scholarship, etc.)
- 5) The applicant must request consideration for a scholarship from the Association, by completing an official application form.
- 6) The 4-Her must agree to share what s/he learned from his/her experience with any forum deemed appropriate by the Association.

**Adult MCE Volunteers:** The Association may provide monetary grants to adults who work with the 4-H Program as Volunteers or Leaders, to help defray

costs associated with their training or participation in 4-H events outside Calvert County. Grants may be awarded to pay for such expenses as registration fees for training or Volunteer forums, travel expenses, etc. when the adult Volunteer is providing service to or representing the Calvert County 4-H program. Adult Volunteers must apply for grants and must meet the following eligibility requirements:

- 1) The Volunteer must be trained and certified as an MCE Volunteer within the Calvert County 4-H Program.
- 2) The Volunteer must be currently active within the county 4-H program. The Volunteer need not serve as a Club Leader, but s/he must have made regular, recent, and significant contributions to some aspect of the 4-H program within Calvert County.
- 3) The Volunteer must have directly or indirectly supported fundraising efforts of the Association within the past year. Direct support includes participation in fundraisers such as selling fundraiser products, assisting with a fundraising auction or sale, etc, and coordinating fundraising efforts of a 4-H club or group. Indirect support includes such efforts as purchasing products being sold in an Association fundraiser or making donations of money or goods to the Association or the Calvert County 4-H Program.
- 4) The Volunteer must request a grant from The Association, by completing an official application form.
- 5) The Volunteer must make a report of the outcome of the activity to the Association.

**Programs and Events:** The Association may provide funds to support county 4-H programs and activities as requested. Award of funds to support such activities will be made at the direction of the Association Membership. No written request is required for such funding. A verbal presentation and request during the monthly Association business meeting shall suffice for request of funding. The Association reserves the right to approve, deny, or table for further comment or consideration any request for funding at a monthly business meeting. The decision of the Association to approve or deny funding for a 4-H activity or event shall be made by majority vote, and shall be considered final.

**Award of Funds:** All scholarships and grants applications will be evaluated by a Scholarships and Grants Committee of the Association.

- 1) The Scholarships and Grants Committee shall be comprised of 5 members of the Association, as appointed by the Association Executive Committee (elected officers). Recommended composition of the Scholarship and Grants Committee is a mix of 4-H All Stars, active 4-H leaders, and senior 4-H members who have been prior recipients of Association awards.
- 2) Scholarships and Grants Committee members shall serve a term of one (1) calendar year, and they may be re-appointed to serve consecutive terms on the committee. Committee members shall serve no more than three (3) consecutive years in this post.

- 3) The current Association President shall not serve as a member of the Scholarships and Grants Committee. Past holders of this office are eligible for appointment to this Committee.
- 4) The Association Treasurer shall act as a non-voting advisory member of the Committee.
- 5) The Scholarships and Grants Committee shall evaluate all applications for funding made by 4-Hers and Volunteers, and determine whether award of scholarships or grants under the rules of the Association is appropriate. The Scholarships and Grants Committee shall determine the amount of the award for those applications that are approved. All decisions of the Scholarships and Grants Committee shall be made by majority vote, and are final.
- 6) Membership on the Scholarship and Grants Committee shall not prevent an applicant from applying for a scholarship. The applicant will recuse him/herself from deliberation and voting regarding his/her application. In the event of a tie vote after a Committee member's recusal, the Association Treasurer shall cast the deciding vote.

## **EDUCATIONAL SCHOLARSHIPS**

Scholarships will be awarded on a reimbursement basis. The 4-Her is responsible to pay for all fees and costs associated with the event, then apply for a scholarship for reimbursement of a portion or total of the event costs. Scholarships will be awarded to defray official costs such as registration/entry fees, fees for official functions or events, costs for travel directly to/from the event, cost of "official meals" associated with the event (such as a luncheon or banquet dinner), etc. All "unofficial" costs of attending a 4-H event, such as incidentals, supplies and materials, meals while traveling, etc. are the responsibility of the 4-Her and his/her family.

**Supported Events and Activities:** The Association Scholarship Program shall provide opportunities for scholarships in support of the following 4-H events and activities, as well as other 4-H events deemed eligible by the Association. This list is not all-inclusive and is meant to be representative of the types of activities that may be supported by Association Scholarships.

National Level: National 4-H Conference, National 4-H Congress, National-level 4-H project or judging competitions, and other national-level events

State and Regional Level: Teen Focus, state "bowl" or judging contests, and other events

County Level: Camp on Wheels

**Maximum Award:** 4-Hers may be awarded only one scholarship per calendar year. If a 4-Her attends more than one event, s/he must select which event for which to request a scholarship. Scholarships will be awarded toward the end of the calendar year, after all eligible events have occurred. There is no guarantee of the amount of the

scholarship; the amount of award will be dependent upon the amount of funds available for disbursement and the number of eligible applications for scholarships. 4-Hers may apply for reimbursement of up to 100% of the official costs of the event. However, the scholarship awarded may be reduced to cover only a portion or percentage of the requested amount.

**Application Process:** The following process will apply to all applications for scholarships:

- 1) The 4-Her attends the event. All costs must be paid in advance by the 4-Her. The 4-Her may receive financial assistance from other sources, such as his/her 4-H club, local sponsors, etc. The 4-Her is responsible to obtain any financial assistance outside the Association, and any financial assistance received must be reported in the scholarship application.
- 2) Within 90 days of his/her return from the event, the 4-Her must complete an official Scholarship Application. The application may be obtained from the Calvert County Extension Office. Parental and/or leader encouragement and assistance is allowed, but the 4-Her **MUST personally** complete the application. The application must contain a short written paragraph explaining how the 4-Her benefited from the activity. Handwritten applications are allowed, but they must be completed using the official application form.
- 3) Receipts for all expenses for which the 4-Her is requesting funding must be attached to the application.
- 4) The 4-Her must agree to share what s/he learned from his/her experience with any forum deemed appropriate by the Association. The 4-Her may be asked to attend an Association meeting to talk about the experience, write an essay or article for the local newspaper, attend a 4-H event and share the experience with other attendees, etc. The Association will work with 4-H leaders and the County 4-H Educator to determine what activities may be appropriate, on a case-by-case basis.

**Exception for Financial Hardship:** If payment of official fees for 4-H event attendance causes a financial hardship that will prevent the 4-Her from participating in an activity or event that s/he may not again have the opportunity to attend, the Association may consider an "advance application" for a scholarship to help defray the cost of the event. The scholarship eligibility requirements and application/award process will be otherwise the same as for a regular scholarship application. Such circumstances will be considered on a case-by-case basis.

If a 4-Her wishes to submit an application to request a scholarship in advance of an event, the club leader must concur with the application and present the application to the Association. If the 4-Her is not a member of a 4-H club (an independent 4-Her), the County 4-H Educator may present the application to the Association in place of a 4-H club leader. The 4-Her must ensure that the application is made in sufficient time for the Association to decide whether to grant the scholarship prior to any registration and payment deadlines for the event. If the Association awards a scholarship in advance of the event, the awarded funds will be paid directly to the organization sponsoring the

event. If the 4-Her fails to attend the event, s/he will be responsible to repay the amount of the scholarship to the Association treasury.

**Award of Scholarships:** Completed scholarship applications will be sent to the Association via the Calvert County Extension Office. All applications will be reviewed by the County 4-H Educator and the Executive Committee of the Association, to ensure eligibility requirements are met. Once the application has been determined to meet all requirements, the application will be presented to the Association Scholarship and Grants Committee. Award of grants will be determined by a majority vote of the Scholarships and Grants Committee. The decision of Scholarships and Grants Committee is final.

**Disbursement of Scholarship Funds:** Scholarship awards will be disbursed from the Association treasury by check, made payable to the 4-Her, except as noted above. The Association Treasurer will ensure that all scholarship awards are disbursed within 30 days of the award of the scholarship.

## **ADULT VOLUNTEER ACTIVITY GRANTS**

Volunteer activity funding will be awarded on a reimbursement basis. The Volunteer is responsible to pay for all fees and costs associated with the event, then apply for reimbursement of a portion or total of the event costs. Funding will be awarded to defray costs associated with the Volunteer's attendance of 4-H activities, such as registration/entry fees, fees for official functions or events, reimbursement for gas/mileage if the Volunteer drove 4-Hers to the official event, etc. Scholarships will NOT be awarded to reimburse costs of meals, daily expenses, vehicle maintenance, etc. (NOTE: if the official registration or attendance fee includes meals, the meal cost will be eligible for reimbursement).

**Supported Events and Activities:** Funding may be awarded to support activities where the adult Volunteer is providing service to or representing the Calvert County 4-H program. Examples of such activities may include attendance of a national, state, or regional event as a chaperone for Calvert County 4-Hers in attendance, attendance of training sessions or policy/program forums at any level, and traveling to an event to serve as a leader or coach of a team or club of 4-Hers involved in a competition or other sanctioned 4-H event. The Volunteer must be actively involved in the event for which s/he is seeking funding, not merely serving as a conveyance to deliver 4-Hers to a designated event or location.

**Maximum Award:** Volunteers may be awarded only one activity grant per calendar year. If a Volunteer attends more than one event, s/he must select which event to apply for funding. Funding will be awarded toward the end of the calendar year, after all eligible events have occurred. There is no guarantee of the amount of the grant; the amount awarded will be dependent upon the amount of funds available for disbursement and the number of eligible applications for funding. Volunteers may apply for reimbursement of up to 100% of the official costs of the event (registration, fees,

supplies, etc.). However, the grant awarded may be reduced to cover only a portion or percentage of the requested amount.

**Application Process:** The following process will apply to all applications for grants for funding of 4-H Volunteer activities:

- 1) The Volunteer attends the event. All costs must be paid in advance by the volunteer. The Volunteer may receive financial assistance from other sources, such as a local 4-H club, local sponsors, etc. The Volunteer is responsible to obtain any financial assistance outside the Association, and any financial assistance received must be reported in the grant application.
- 2) Within 90 days of his/her return from the event, the Volunteer must complete an official Volunteer Grant Application. The application may be obtained from the Calvert County Extension Office. The application must contain a brief written summary of the activity and the how applicant's involvement supported the Calvert County 4-H Program. Handwritten applications are allowed, but they must be completed using the official application form.
- 3) Receipts for all expenses for which the Volunteer is requesting funding must be attached to the application.
- 4) The Volunteer must be willing to share the information/experience s/he gained through the activity with any forum deemed appropriate by the Association.

**Award of Volunteer Grants:** Completed grant applications will be sent to the Association via the Calvert County Extension Office. All applications will be reviewed by the County 4-H Educator and the Executive Committee of the Association, to ensure eligibility requirements are met. Once the application has been determined to meet all requirements, the application will be presented to the Association Scholarship and Grants Committee. Award of grants will be determined by a majority vote of the Scholarships and Grants Committee. The decision of Scholarships and Grants Committee is final.

**Disbursement of Scholarship Funds:** Grants will be disbursed from the Association treasury by check, made payable to the Volunteer. The Association Treasurer will ensure that all approved funds are disbursed within 30 days of the award of the grant.