

**COYOTE CANYON CHAPTER  
COLLEGE STUDENT FINANCIAL/ENRICHMENT  
ASSISTANCE POLICIES AND PROCEDURES**

**I. PURPOSE**

The purpose of the Coyote Canyon Chapter Student Financial Assistance is to provide financial assistance to chapter member student by defraying some necessary educational expenses while attending a college, university or vocational institution.

Enrichment activities include activities that broaden the learning experience, promote a higher level of thinking, provide exposure to additional subject areas, provide a more in-depth exposure to the regular curriculum, or utilize supplementary materials beyond the normal range of resources.

**II. ELIGIBILITY**

- A. Applicants shall be pursuing a degree: Associates, Bachelor, Masters, Doctoral, or a vocational certificate/diploma.
- B. The applicant shall be enrolled as a full-time or part-time student.
- C. The applicant and or parent (if not of voting age) shall be a registered voter from Coyote Canyon Chapter for at least six (6) months
- D. The applicant shall maintain a Grade Point Average (GPA) of 2.0 better.
- E. Applicants may reapply every new semester.
- F. Falsification of information on application will make the applicant ineligible for a period of one year.
- G. Probationary Status: College Students whom are unable to maintain a grade point average (GPA) of 2.0 or better will be placed on probationary status for one semester and can apply, but will need to improve GPA for current semester applying. Should student be unable to maintain GPA during probationary period he/ she will not be eligible for student financial assistance until grade point average is 2.0 or better.

**III. GUIDELINES:**

The Coyote Canyon Chapter Administration shall administer the issuance of student financial assistance based upon the availability of funds. Chapter Student Financial Assistance shall be made pursuant to the following guidelines:

A. Chapter shall award funds in the following manner:

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|---|-----------|
| 1. Full time students (12+ credit hours)  | \$ 400.00 |
| 2. Part time students (1-11 credit hours) | \$ 325.00 |
| 3. Graduate students                      | \$ 700.00 |

B. Student Financial Assistance shall be approved by a certified chapter resolution. The chapter resolution shall contain the following information:

1. A completed, signed, and dated application.
2. A copy of the Voter Registration.
3. A current Letter of Admissions/Acceptance of a post-secondary institution/next semester class schedule.
4. A transcript of the previous semester grades.
5. Continuing scholarship recipients shall submit grade transcript for semester completed and class schedule for next semester to complete application packet.

**Deadline:**

FALL TERM	JUNE 30	APPLICATION WITH ALL REQUIRED DOCUMENTS. PRESENT AT EITHER PLANNING MEETING OR REGULAR CHAPTER MEETING (SELF OR REPRESENTATIVE)
CONTINUING STUDENT	JUNE 30	SUBMIT GRADES AND CLASS SCHEDULE
WINTER/SPRING TERM	NOVEMBER 29	APPLICATION WITH ALL REQUIRED DOCUMENTS. PRESENT AT EITHER PLANNING OR REGULAR CHAPTER MEETING. (SELF OR REPRESENTATIVE).
CONTINUING STUDENT	DECEMBER 31ST	SUBMIT GRADES AND CLASS SCHEDULE
		APPLICATION WITH ALL

SUMMER TERM	APRIL 30	REQUIRED DOCUMENTS. PRESENT AT EITHER PLANNING OR REGULAR CHAPTER MEETING (SELF OR REPRESENTATIVE)
CONTINUING STUDENT	MAY 31ST	SUBMIT GRADES AND CLASS SCHEDULE
TRI-SEMESTER	WILL BE HANDLED ON CASE BY CASE BASIS	

**IV. Student Enrichment Program:**

Enrichment activities include activities that broaden the learning experience, promote a higher level of thinking, provide exposure to additional subject areas, provide a more in-depth exposure to the regular curriculum, or utilize supplementary materials beyond the normal range of resources.

- A. Chapter shall award funds only in one of the following manner as following:
  - 1. Individual \$ 200.00
  - 2. Group \$ 300.00
- B. The Student Enrichment Financial Assistance shall be approved by a certified chapter resolution. The chapter resolution shall contain the following information:
  - 1. Student Enrichment Application
  - 2. More than one individual from one household will be assisted as a group.
  - 3. Letter (official letter heading) indication the purpose, location, date, time.
  - 4. Itinerary or agenda.
  - 5. Listing of participants
  - 6. Total estimate expense (provide proof contribution documentation of individual/group)
  - 7. Proof of documentation for financial need on college prep courses from the current high school on behalf of the student
  - 8. One time assistance per year.
- C. Extra curriculum assistance shall not be eligible; it does not provide career opportunities such as sporting (basketball, baseball, football, dancing activities, camp, field trips, rodeo activities etc.)

**Deadline:**

Enrichment application shall be due one (1) month prior to date of event.

**V. Procedures**

The following procedures shall be used to determine how the funds will be issued:

- A. Applicant will pick up the Chapter Student Financial Assistance or Enrichment packet at the Coyote Canyon Chapter Administration.
- B. Applicant will be required to complete the application and obtain all required documents.
- C. Completed application shall be submitted to the Chapter Administration to ensure all necessary documents are attached pursuant to Section III (B).
- D. Completed application will be presented to the Chapter Scholarship Committee for approval to be on Regular Chapter Meeting agenda. The Chapter Secretary/Treasurer shall prepare the Chapter Resolution on behalf of the student.
- E. Student requesting financial/enrichment assistance are required to be present at the Regular Chapter Meeting, if not available a letter to the Chapter Administration justifying their absence will be required or presentation must be made by an immediate family member.
- F. Student will be required to become involved with community by donating eight (8) hours of community service per semester. (Acts of service such as quality time at Senior Center, Chapter Community Functions, Research of Improving Community, presentations, etc.)
- G. Documents received in a timely manner will be accepted via fax/email. Application process will remain pending until the receipt of the original document. Checks will be issued upon receipt of all documents.
- H. The chapter check shall be made payable to the applicant and mailed within ten (10) business days after the approval by the chapter membership by resolution.

**VI. Amendment:**

This policy maybe amended from time-to-time upon the recommendation of the Chapter Scholarship and the Chapter Officials and approved by the chapter membership at a duly called regular chapter meeting.