

Butternut Community Foundation Scholarship Guidelines

Purpose

The Butternut School District is able to offer students who graduate from the Butternut High School a phenomenal opportunity to continue their education. This scholarship opportunity is made possible through a partnership and the generosity by the Butternut Community Foundation Scholarship. Graduated students, who meet eligibility, can earn up to \$20,000 to continue their education. This scholarship has established the following criteria to be included in the scholarship program:

Eligibility

- ❖ Only high school students from the Butternut High School will be eligible for a scholarship. A student must attend Butternut for their senior year and successfully complete grade 12 to be eligible. Students who graduate early will get full credit for their entire senior year.
- ❖ Students will be eligible for full scholarship if they successfully complete grades 9-12 at Butternut High School. A prorated scholarship is available for students who do not attend all 4 years of high school in Butternut. Students will earn 25% of the full scholarship for each academic year they successfully complete at Butternut High School.
 - 1 year at Butternut High School = 25% of the full scholarship opportunity
 - 2 years at Butternut High School = 50% of the full scholarship opportunity
 - 3 years at Butternut High School = 75% of the full scholarship opportunity
 - 4 years at Butternut High School = 100% of the full scholarship opportunity
- ❖ Students must also complete, in its entirety, and submit the Butternut Community Scholarship Application to the Butternut School Counselor no later than April 15th. There will be a delay in processing for applications submitted after this date and can result in complications with payment for tuition, dues, and late fees.
- ❖ Graduated students must be accepted into an accredited educational institution¹ such as a college, university, or technical college, as a full time student to be eligible for a scholarship. Please note that each institution determines “full time” student status.
- ❖ To be eligible to receive a scholarship following graduation and to remain eligible for his/her scholarship during subsequent years of study, a Butternut graduate must meet the performance requirements described below, and must not be (or have been) convicted or entered a plea of guilty or “nolo contendere” of a felony, or any violent crime or crime involving dishonesty, whether or not a felony. The determination of whether an otherwise qualifying scholarship applicant meets the foregoing requirement shall be made in its sole discretion of the Board of Directors of the Butternut Community Scholarship Fund.

¹Please note that educational institution refers to a postsecondary school such as a college, university, technical college, online school, or trade school

Performance Requirements

- ❖ Students will be required to earn a minimum grade point average, each academic year, on a semester or trimester basis, while attending an accredited educational institution such as a college, university, trade school, or technical college, to remain eligible for subsequent scholarship money. These grade point requirements are as follows:
 - Year 1 (each grading period) - 2.000 average
 - Year 2 (each grading period) - 2.000 average
 - Year 3 (each grading period) - 2.333 average
 - Year 4 (each grading period) - 2.333 average
- ❖ If students fail to maintain required grades or full-time status, they will be deemed ineligible for the scholarship program. There will be an opportunity to earn back the scholarship. When grades are issued, if the student fails to maintain the required GPA, or full time status, the student may continue their education at his/her own expense. When the required GPA, or full-time status is reattained, the student may submit a letter of request for reinstatement, along with copies of their semester GPA and schedule to the board. If eligibility criteria is met, the student will be reinstated for future semesters, during which the student remained in good standings.

Application Process

- ❖ Students must complete the Butternut Community Scholarship Application, in its entirety, and submit all application materials to the Butternut School Counselor no later than April 15th. There will be a delay in processing for applications submitted after this date and can result in complications with payment for tuition, dues, and late fees.
 - Recently graduated students, entering their first semester in their first postsecondary institution, must submit an official college acceptance letter along with the semester's schedule, to the Butternut Community Scholarship Committee for documentation of full-time status.
 - The acceptance letter will only need to be submitted once, after the student has been accepted to their postsecondary institution. However, if the student transfers to a new institution, scholarship recipient must complete and submit an official acceptance letter from the new school to the scholarship committee.
 - These are due to the committee by August 15th for the fall semester or January 15th for the spring semester. There will be a delay in processing for applications submitted after this date and can result in complications with payment for tuition, dues, and late fees.
 - Payments will be made to the institution upon receipt of written documentation and class schedule verifying full time status and enrollment.
 - Checks will be sent approximately 30 days after the start of the semester to the student's educational institution. Please note, if students fail to submit needed documentation by the due dates given above, there will be a delay in the check sent, consequently resulting in late fees from the educational institution.

Application Process (Continued)

- After the first semester all scholarship recipients must submit an official college transcript along with the following semester's schedule to the Butternut Community Scholarship Committee at the completion of each term/semester in order to process the funding for the following semester.
 - These are due to the committee by August 15th for the fall semester or January 15th for the spring semester. There will be a delay in processing for applications submitted after this date and can result in complications with payment for tuition, dues, and late fees.
 - Payments will be made to the institution upon receipt of written documentation and class schedule verifying full time status and enrollment.
 - Checks will be sent approximately 30 days after the start of the semester to the student's educational institution.
 - This must be completed by the scholarship recipient prior to the start of each semester in order to continue to receive scholarship funds. There will be a delay in processing for applications submitted after this date and can result in complications with payment for tuition, dues, and late fees.
- ❖ The scholarship shall be awarded for up to four continuous years of post-secondary education unless extenuating circumstances occur. In such an event the student is responsible to complete the Extension Request Form, in its entirety, along with a typed, dated, and signed letter submitted to the scholarship committee, within 30 days of the start of the semester. The committee will meet to discuss the extenuating circumstances and will either accept or deny the request.
- Extension Request Form must be typed and submitted by August 15th for the fall semester or by January 15th for the spring semester of the current year to be considered for a scholarship extension.
- Reasons for delayed entry into postsecondary education or an interruption in for up to 1 year term include:
 - Placed on a waiting list (must have been accepted to the school)
 - Serious illness (must include doctor's note)
 - Other circumstances (must be explain in detail)
 - Eligibility will be based on a case-by-case basis
- Reasons for delayed entry into postsecondary education or an interruption in for up to 4 year term include:
 - Military service (4 year limit)
 - must begin post-secondary program within one year after service discharge
- Student must contact the Butternut Community Scholarship Committee in advance to obtain an Extension Request Form. Form can also be found in the student's scholarship application guidelines and on the district website.

- The time limit on such deferrals shall be determined by the scholarship committee on a case by case basis, and not to exceed 4 years. Decisions made by the scholarship committee are final.
- Students are allowed only one extension, up to one year in length

Application Process (Continued)

- ❖ All payments will be made to the educational institution upon submitted written proof of registration and class schedule documenting the student's full time status. Excess funds will be returned to the student by the educational institution.
- ❖ All decisions made by the scholarship committee shall be final.
- ❖ Once the student turns 18, all matters regarding the scholarship details and the processing of scholarship can only be completed through student and committee.

Scholarship Amount

- ❖ Students will be eligible to receive a full scholarship of \$5,000 per academic year, up to 4 years, while attending an accredited postsecondary institution.
- ❖ Students will be eligible for an additional \$100 per full academic school year for each grade (K-8) that they had successfully completed at the Butternut School District.
 - Eligibility rules listed above are required to be met before these additional funds will be granted.
 - A student that completes all 13 years at the Butternut School district will be eligible for scholarship funds of \$5,900 per academic year while attending an accredited postsecondary institution.
 - Meaning student attended the Butternut School District consecutively from Kindergarten through Twelfth grade.
 - Scholarship funds will be divided equally and paid on a semester or trimester basis.
 - A maximum of 4 years of scholarship money is available to each student.
 - A limit of 25 new scholarships are available each academic year.

Use of Scholarship

- ❖ The Butternut Community Foundation Scholarship may be used to directly reimburse the student's post-secondary institution for tuition, room and board, books, equipment, fees or other costs associated with attending the institution.
- ❖ If a student chooses to enroll into an online post secondary program, the scholarship will pay the amount of tuition only, up to the eligible scholarship amount. The online program must be an accredited program.

Open Enrollment

- ❖ In order to qualify for this scholarship students must be enrolled at the Butternut School District. Students living outside the district must complete the open enrollment process to be considered for the scholarship. Open enrolled students meeting the same requirements as resident students will be eligible for the scholarship.

Contact

- ❖ For more information or submission of materials please contact Denise Kane at dkane@lightatorch.info or 715-769-3205 or Mrs. Clark at lclark@lightatorch.info or at 715-769-3434 x 318.
- ❖ Applicants can mail items to
 - Butternut Community Scholarship Foundation - Board
P.O. Box 247
Butternut, WI 54514

Butternut Community Foundation Scholarship Application Form *Revised: 2/17/2023*

Please complete the following information accurately. Any missing information or inaccurate information will delay the processing of the scholarship funds to be sent to the post-secondary institution. All responsibility is on the student applying for scholarship. Application must be typed.

Be sure to submit a copy of:

- ❖ the printed or online application (April 15th)
- ❖ the Agreement to Terms and Conditions found on page 7 found in the Butternut Community Scholarship Guidelines (April 15th)
- ❖ an acceptance letter to the student's postsecondary institution, along with a copy of the student's next semester class schedule (August 15 or upon acceptance).
- ❖ There will be a delay in processing for documents submitted after this date and can result in complications with payment for tuition, dues, and late fees.

Turn your application into your School Counselor or to the Butternut Community Scholarship Committee.

Please note that institution refers to the college, university, technical college, online school, or trade school.

Personal Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Number: _____

Email Address (not your Butternut email):

Check each grade you have attended at the Butternut School District?

☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Educational Institution

Name of Institution: _____

(Please notify Ms. Denise Kane if your educational institution changes).

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Fax: _____

Financial Aid Office # _____

Agreement to Terms and Conditions

Revised: 2/17/2023

Read the following, sign, and turn into the Butternut Community Scholarship Foundation Committee along with your application materials.

- ❖ I give permission for the Butternut Community Scholarship Foundation Committee to use performance information to determine student qualifications for the scholarship awards.
- ❖ If I, the student, drop out of school it is my responsibility to repay the scholarship amount in full, to the Butternut Community Scholarship Foundation.
- ❖ I understand that once the applicant turns 18, all matters regarding the scholarship details and the processing of scholarship can only be completed by the student and committee.
- ❖ I have read through and understand all terms and conditions of this scholarship opportunity.

Applying student and parent (if student is under 18) please sign below indicating that you have read the above and understand the required terms.

Student Signature: _____ Date: _____

Guardian Signature (if under 18) _____ Date: _____

Date: _____

Year of Graduation: _____

Butternut Community Foundation Scholarship Extension Form

Revised: 2/17/2023

Complete the following information to apply for an extension of the Butternut Community Foundation Scholarship. Request for an extension is due to the committee: by September 1st for fall semester and by January 31st for the spring semester.

Personal Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Number: _____

Email Address: _____

Education Institution

Name of Post Secondary Institution: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Reason for extension: (check one, then attach a typed detailed explanation to your reason)

☐ Military/Armed Forces (4 year limit): How long are you enlisted for? _____

☐ Placed on waiting list (must be accepted to institute): Program _____

☐ Serious Illness (Must include a copy of doctor's note)

☐ Other

Viewed by the Butternut Community Scholarship Committee on: _____

Approved: _____ **Not Approved:** _____

Member Signature: _____

Butternut Community Scholarship Foundation Guidelines & Application Attachments

Appendixes:

A.	Mutual Letter of Understanding	3 pages
B.	ByLaws	9 pages
C.	Articles of Incorporation (MI)	6 pages
D.	The Butternut Community Scholarship Foundation Whistleblower Policy	3 pages
E.	First Amendment to Butternut Community Scholarship Foundation ByLaws	1 page
F.	Butternut Community Scholarship Foundation Designation of Director (May 19, 2014)	1 page
G.	Butternut Community Scholarship Foundation Designation of Director (February 20, 2023)	1 page