Dr. Clarence W. and Mrs. Juanita Harris Jairrels Scholarship Fund Guidelines

Tribute: The Dr. Clarence W. and Mrs. Juanita Harris Jairrels Scholarship Fund is a gift to the graduating seniors of Seventeenth Street Missionary Baptist Church. In that Clarence and Juanita have been members of Seventeenth Street Missionary Baptist Church for more than fifty years, the fund has been created to foster educational opportunities for graduates of the church.

Award: The Dr. Clarence W. and Mrs. Juanita Harris Jairrels Fund is designated to high school graduates who are members of Seventeenth Street Missionary Baptist Church. The Foundation will ensure that there is a meaningful pool of applicants each award cycle. If there is not an eligible pool of applicants from Seventeenth Street Missionary Baptist Church, those applications will be added to applicants from Anniston High School. The pool may also include all active church members who are enrolled in a post-secondary institution when the award is available.

The scholarship is intended to provide full or supplemental funding for full-time enrolled students for one year to accredited college, university or technical institution within the United States.

The Community Foundation will project and allocate the assets available for scholarship awards depending on the Fund’s annual income. This scholarship is strictly funded based on available assets. The award is non-renewable and may include institutional room and board, books and fees. Moreover, the award amount can change each year or semester based on available assets; therefore, recipients are encouraged to apply for other available financial resources. The Scholarship Advisory Committee will further assess each applicant’s background and financial need to recommend a final award amount.

Eligibility: Graduating seniors of Seventeenth Street Missionary Baptist Church or Anniston High School, or its successor institution, are eligible to apply for the scholarship without regard to race, religion, gender, national origin, or disability. Priority will be given to members of the
Seventeenth Street Missionary Baptist Church high school seniors with documented economic need, strong moral character, and promising academic ability.

Members of the Jairrel family, and all donors and relatives of those donors, who contribute more than two percent of the Fund’s assets, are ineligible to receive a scholarship from the Fund. In addition, the Foundation's Board of Trustees, former trustees, staff and Scholarship Advisory Committee members, including their spouses, children, adopted children, grandchildren and great grandchildren, are prohibited from applying or receiving any scholarship, grant or financial award from the Foundation. Based on IRS regulations, this disqualifying exclusion exists for three (3) years after concluding volunteer service or employment.

**Application:** Application and Guidelines are available online at www.yourcommunityfirst.org. The Community Foundation will maintain and revise as necessary the guidelines and application documents. Seventeenth Street Missionary Baptist Church will publicize the Fund in a widely available bulletin or program to ensure accessibility for all eligible students. Applications must be electronically submitted to the Community Foundation by **March 1** of each year.

**Essay:** An essay is required with the application. The student is asked to describe his or her: 1) personal aspirations, educational, and career goals, 2) a significant event or obstacle in life and its impact; and, 3) the name of any person, living or deceased that he or she admires and why. The applicant should conclude the statement with the main reason why the Scholarship Advisory Committee should award him/her the scholarship.

**Scholarship Advisory Committee:** In compliance with federal law, scholarship recipients shall be selected by the Community Foundation’s Scholarship Advisory Committee, solely appointed by the Foundation’s Board of Trustees. The committee may include one (1) advisor from Seventeenth Street Missionary Baptist Church. The committee will submit their recommendations to the Foundation’s Board of Trustees for their final approval.

**Review Process:** Students are required to submit the application packet on-line at www.yourcommunityfirst.org by **March 1**. Foundation staff will screen the application for clarity and completeness. The applications deemed by Foundation staff to be clear and complete will be presented to the Scholarship Advisory Committee for review and scoring. The Committee will have four weeks to review and score the applications. The scores and recommendations will be compiled by the Foundation’s staff and submitted to the Foundation’s Board of Trustees for final approval.

**Award Distributions:** The Foundation will make scholarship payment at the beginning of each academic semester. Distributions will not be made until the Foundation receives all required documentation, including but not limited to: (1) certified proof of enrollment from the institution, (2) confirmation that the recipient is enrolled in a program; and, (3) school transcripts. Checks are made directly to the financial administration office at the college or institution. No distribution will be made to any individual for any reason.
Students must notify the Foundation of any additional educational or financial aid grants or awards immediately after notification. Failure to do so may result in the termination of the scholarship. In addition, the scholarship recipient must provide the Community Foundation with an official copy of their transcript at the end of each academic semester should the award extend for more than one term. Failure in any single term to maintain a 2.5 overall grade point average or better on a 4.0 scale will result in the termination of the scholarship award.

Acknowledgments: Communications of gratitude for this award from scholarship recipients can be sent to Dr. and Mrs. Clarence W. Jairrels in care of the Community Foundation’s address.

Responsibility of Recipient: Each scholarship recipient is responsible for fulfilling requirements for admission to the educational institution of his or her choice. The scholarship recipient must enter a post-secondary institution no later than the fall term following the selection and award; otherwise, they forfeit the award. No award shall be carried over beyond twelve months from the date of acceptance. Recipients not completing the full academic year must request the school to reimburse the Community Foundation of Northeast Alabama for any funds eligible for refund because of separation from the academic program.

Conditions: The Jairrels Scholarship Guidelines are not a contract. No obligation or liability of any kind will be imposed upon a scholarship recipient; nor will the Community Foundation of Northeast Alabama, except as expressly stated in this document, assume any obligation or liability. These guidelines are subject to change; therefore, applicants should inquire if revised guidelines have been issued. Changes may impact the due date of the application documents. The Foundation respects the privacy and confidentiality of all personal information.

The Community Foundation will not; (1) accept applications that are presented after the due date; (2) contact students to locate missing documents such as letters of recommendation, (3) contact students to return the Letter of Acceptance form; or, (4) contact students to provide proof of enrollment in order to receive payment.

*Revised March 30, 2009
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