

## **MRHS Theatre Arts Boosters (MRHSTAB) Scholarship Selection Committee (SSC)**

### **Procedures & Conflict of Interest Policy**

**(revised & adopted by MRHSTAB Executive Board March 2018)**

When the MRHSTAB (“TAB”) has funds available to award scholarship money to an applicant (or applicants), it is imperative that the TAB procedure for awarding the scholarship complies with all Internal Revenue Code rules and regulations relative to the organization’s 501 (c)(3) status, as well as any applicable state and local laws. As such, the TAB has adopted the following policies and procedures to ensure compliance.

- 1) All scholarship applications shall be reviewed by the SSC. The SSC shall be comprised of no less than 5 (five) members. SSC members shall be selected by the TAB Executive Board. No TAB Executive Board member shall vote on the SSC. The TAB Executive Board shall assemble the SSC and ensure that all SSC members understand their responsibilities while serving on the committee. SSC members shall serve for a 1 (one) year term. SSC members may serve up to 3 (three) consecutive years, provided they satisfy all other SSC requirements.
- 2) SSC members must include 1 (one) person of outstanding moral character (not a parent of a potential scholarship applicant) with excellent leadership and mediation skills; 2 (two) adult members of the community who are passionate about theatre arts at MRHS and do not have a senior at MRHS or have a “close relationship” (see examples below) with any prospective applicant. Examples of “close relationship” exclusions include (but are not limited to): an applicant has spent the night at their home, spent significant social time with their child, are good friends with an applicant’s parents, etc. The final 2 (two) SSC members shall be invited professional peers of the MRHS Theatre Director. Examples of those peers may be (but are not limited to): a theatre teacher/director from another school, a local community theatre director, a professional improvisation coach/mentor, a music teacher from the middle school, etc. The professional peers shall

also not have a “close relationship” with any potential applicant. Examples of “close relationship” exclusions include (but are not limited to): persons who have tutored, coached, mentored, directed, or instructed an applicant.

- 3) All scholarship applications shall be submitted in accordance with the scholarship application instructions. The applications shall consist of personal information, theatre experience, and other theatre arts information. The application and the date for submission shall be publicized in a reasonable time in advance of the application due date by methods designed to reach all potential applicants, such as: social media, information from teachers/directors, emails to parents, information from the MRHS guidance department, and announcements at rehearsals and at ITS meetings. There will be repeated and ongoing opportunities for students to learn about the scholarship and complete the application.
- 4) The MRHS TAB Scholarship is a merit scholarship. ***Therefore, applications will be reviewed on the basis of merit, not need.*** Thus, all applicants who have displayed a sincere dedication to the study of theatre arts are eligible to receive the scholarship without regard to financial condition. No tax or other financial information may be requested of the applicant or of his/her family.
- 5) Scholarship awards do not require that the applicant declare an intention to pursue theatre in a post-secondary educational institution. However, additional consideration will be given to students who express that intention.
- 6) The amount and number of scholarship awards available each year shall be determined at the first TAB board meeting of the school year. Historically, 4 (four) students have received scholarships of varying amounts. In the instance where fewer than 4 (four) applications are submitted (or are determined eligible) then the excess monies will be awarded and distributed proportionately to each of the scholarship recipients or will be rolled over to the subsequent year’s scholarship fund. Scholarship recipients must claim their monies not later than 90 (ninety) days after being notified of the award. Failure to accept the award within the prescribed time period will result in forfeiture of the scholarship monies. Any such forfeited monies will be awarded and distributed proportionately to the other scholarship

recipients for that award year or be rolled over to the subsequent year's scholarship fund.

- 7) SSC members must be able to make independent decisions on behalf of the MRHS TAB scholarship fund without potential or perceived influence caused by conflict of interest. All SSC members must evaluate the eligibility of all applicants without bias and must make selections based on the scholarship's established objective to support student's ongoing theatre arts education.
- 8) SSC members must avoid any situation where personal and/or business relationships could have, or give the appearance of having, undue influence on his/her or any other member's judgement in matters of scholarship consideration
- 9) SSC members may not write letters of recommendation for scholarship applicants.
- 10) SSC members must disclose to the TAB Executive Board the existence of any current or prior significant relationship with any scholarship applicant immediately upon the discovery that a conflict exists. The TAB Board will then determine if the nature of the relationship precludes that SSC member from participating in the scholarship selection process. In the event that exclusion of that member is necessary, the Board will promptly select a replacement to serve on the SSC.
- 11) It is a *per se* conflict of interest if any SSC member will receive a financial benefit from the award to a particular applicant and that SSC member will be excluded from the scholarship selection process.
- 12) Upon being appointed as a SSC member, every SSC member will be provided with a copy of this Procedures & Conflict of Interest statement. The SSC member must read the policy and acknowledge to the organizing TAB Executive Board member that he/she understands it and will strictly adhere to it for the duration of his/her membership on the SSC.