

WHIPPOORWILL CHAPTER SCHOLARSHIP FUNDS



POLICIES AND PROCEDURES

WHIPPOORWILL CHAPTER

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ATTACHMENT II

**WHIPPOORWILL CHAPTER
SCHOLARSHIP PROGRAM
POLICIES AND PROCEDURES**

I. INTRODUCTIONS:

The General Fund for scholarship is allocated to Whippoorwill Chapter at the discretion of the Navajo Nation Council. Funds are disbursed depending on availability of funds to assist eligible college bound students with limited financial assistance and to assist high enrichment program.

II. PURPOSE:

The Whippoorwill Chapter Scholarship Program Policies and Procedures is hereby established to regulate and provide guidance in the implementation and distribution of available Chapter Scholarship Fund to eligible students to assist with college bound, vocational training, and high school enrichment program related expenses only.

III. ELIGIBILITY REQUIREMENT:

1. Students and parents or legal guardians must be active registered voters of Whippoorwill Chapter.
2. Student must not have been assisted during current academic school year.
3. Student must not be on a withdrawal or probationary status from previous semester.
4. Student must be currently enrolled as a full-time or part-time student.
5. Student must be currently enrolled in Fall, Winter, Spring or Summer Session.
6. Student must maintain enrollment status throughout the semester
7. Student must maintain an academic requirement of 2.0 or higher grade point average.
8. Student must not have been assisted from other chapters and Whippoorwill Chapter during the academic year. (August to May)

IV. DOCUMENT REQUIREMENTS:

1. Whippoorwill Chapter Scholarship Program Application (Exhibit A).
2. A copy of Letter of Admission from College, University or Training Institution Admissions Department.
3. Current enrollment verification from the Institution for continuing students.
4. A copy or verification of Whippoorwill Chapter Voter Registration. If the student is over the age of 18 years of age. If student is under 18 years old, parent's registration.
5. A copy of Certificate of Indian Blood (CIB) and Social Security Card.
6. Student Consent to Release of Information (Exhibit B): is optional and (Exhibit C) is required
7. A copy of the most recent official college transcript for continuing students.

V. POLICIES:

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1. The Scholarship Funds for a full-time and College or University students shall not exceed \$1,000.00.
2. The Scholarship Funds for a part-time student or attending a Vocational/Training Institute shall not exceed \$500.00.
3. The Student Enrichment Funds for High School students shall not exceed \$200.00.
4. A student and parents or legal guardian must be registered with the Whippoorwill Chapter three months prior to the application deadline date and the applicant must have been included in the annual Chapter Budget Allocation.
5. Unjustified withdrawal while funded or misused of scholarship funds shall result in one (1) year suspension. Justifiable reasons under certain circumstances shall be acceptable.
6. Only one (1) student from one household shall be considered eligible in one semester.
7. Incomplete application packets shall not be considered.
8. Faxed and email application packets shall accept, due to COVID-19 pandemic.
9. All original documents shall be submitted by the following deadline dates: Fall-Semester August-30; Spring Semester-January 30; and Summer I/II-May 30 at 5:00 p.m.

VI. PROCEDURES:

1. Applicants shall pick up, fill out and return completed scholarship application packet to the Chapter Administration Office before deadline dates before 5:00 p.m.
2. Applicants shall pick up, fill out and return completed Student Enrichment Program scholarship application packet to the Chapter Administration Office upon completion.
3. The Chapter Administration will review the application and immediately notify the student, parents or legal guardian of any missing documents utilizing the Check List at the time of submittal.
4. The Office Assistant shall log-in and stamp all application packets received.
5. Completed application packet will be forwarded to the Administration Assistant for reviewal and to ensure that the application is completed and all required documents are attached forward the completed application to the Chapter Manager for consideration of Chapter Approval.
6. Applicants shall be notified in writing about whether he/she is denied or approved for scholarship and/or student enrichment funding.

VII. APPEAL PROCEDURES:

- A. If an applicant is denied, the following steps shall be adhered to:
 1. Applicant must file a written request for the appeal hearing with the Chapter Manager within ten (10) working days after receipt of the adverse action letter.

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2. The Chapter Manager will schedule an Administrative Meeting with the applicant within five (5) working days after receipt of the written request to attempt resolution.
3. If the applicant is not satisfied with the outcome of the Administrative Meeting, he/she must request within five (5) working days after conclusion of the Administrative Meeting in writing a grievance hearing with the hearing officers, which shall consist of the Chapter President, Vice-President and Secretary/Treasurer.
4. A grievance hearing shall be held within ten (10) working days after receipt of the request. A written decision rendered by the Chapter Officials shall be final.

VIII. AMENDMENTS:

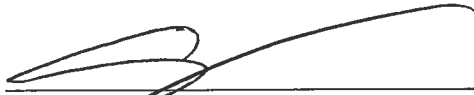
The Whippoorwill Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Scholarship. The process to amend the Policies and Procedures shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N


We, hereby certify that the foregoing Chapter Scholarship Policies and Procedures was duly considered at a duly called Whippoorwill Chapter Meeting in Whippoorwill, (Arizona), Navajo Nation, at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, and 3 abstained on this 17th day of February 2022.

MOTIONED BY: Phillip Tom, Jr.


SECONDED BY: Gerald Ahasteen



Aaron Yazzie, Chapter President



Gerald Ahasteen, Vice-President



Phillip Tom, Jr., Chapter Secretary/Treasurer