

# **WGCC Shield Foundation**

## **Scholarship Program**

### **Purpose**

The WGCC Shield Foundation has established a scholarship program to assist eligible employees (defined below) of Washington Golf and Country Club (“WGCC”), their spouses, dependent children, and grandchildren who desire to continue their education at accredited U.S. universities, colleges, trade or vocational schools, or through recognized continuing education classes or certification programs, but who require financial assistance to do so. Awards from the scholarship program may be used to cover tuition and fees, books and education-related supplies, room and board, and other related educational expenses.

### **Scope of Program**

The scholarship program was established to assist students who are enrolled, or intend to enroll, full-time or part-time at an accredited U.S. college, university, vocational or trade school with the intention of completing a two- or four-year degree program, or a vocational or technical degree. Grants are also available for attending recognized continuing education or certification programs.

The focus of the scholarship program is the importance of continued education. There is no restriction as to academic field or course of study for which scholarships or grants are available. If the academic field or course of study would benefit WGCC, the scholarship or grant may not be conditioned on the recipient’s pursuing such academic field or course of study.

Scholarships are awarded on an annual basis. The number of scholarships or grant awards, and the amount of each scholarship or grant, shall be determined each year by the Shield Foundation’s Board of Governors based upon available funds, the number of qualified candidates, and other relevant factors as determined by the Board of Governors. Once awarded, a grant may be renewed annually for a total of up to four (4) academic years, which need not be consecutive, subject to the Scholarship Renewal requirements set forth below.

The Shield Foundation’s scholarship program is an equal opportunity scholarship program and does not discriminate on the basis of sex, gender, race, religion, ethnic origin, national origin, disability, or age.

### **Eligibility Criteria**

All WGCC employees, both full- and part-time, who have worked a minimum of one thousand (1,000) hours in the preceding twelve (12) months, and their Family Members, who need financial assistance for eligible education expenses are eligible for a scholarship or grant after the staff member has completed at least one year of service at WGCC. “Family Member” is defined to include: the WGCC employee’s spouse, child, stepchild, child through adoption, or grandchild

(proof of family relationship must be provided). U.S. citizenship or permanent resident status is required.

The Applicant must be enrolled, or planning to enroll, in a full-time or part-time course of study at an accredited two-year or four-year college, university, or vocational/technical school in the U.S., or attend a recognized continuing education or certification program. The Applicant must be planning to enroll no later than the fall semester following the application deadline, and the scholarship grant must be used by the end of the calendar year in which it is made available. Previous applicants and recipients are welcome to apply again.

For initial scholarship award consideration, the Applicant must have a 2.5 cumulative GPA on a 4.0 scale in high school or in the most recent academic year of college or university classes taken. For a renewal scholarship award consideration, the Applicant must be attending and must have a 2.5 GPA on a 4.0 scale for the most recent academic quarter, semester, or year completed. A student with a GPA under the required 2.5 in their most recent academic quarter, semester, or year may be considered for continued support after assessing their specific circumstances.

No person who is an officer or Governor of the Shield Foundation or a member of any scholarship selection committee, or who has a family or economic relationship with such a person, is eligible to apply. In addition, no officer, director, or employee of WGCC shall serve on any scholarship selection committee or otherwise participate in, or seek to influence, the selection of scholarship recipients. All selection decisions shall be made solely by the Shield Foundation's Board of Governors or its delegated scholarship selection committee, acting independently of WGCC management.

## **Selection Criteria**

Each application will be reviewed objectively based on the following criteria, which shall be applied consistently to all applicants:

- Complete application.
- Two letters of recommendation (for example: employer, professor, teacher).
- GPA backed by most recent transcript.
- Demonstrated financial need, as evidenced by submission of the applicant's most recent federal income tax return (or that of the applicant's parent or guardian, if the applicant is claimed as a dependent), a current FAFSA Student Aid Report, or other documentation acceptable to the Board of Governor or selection committee.
- Resume: work history, extra-curriculars, and community service.
- A written statement regarding the applicant's commitment to his or her academic program (1,000-word maximum).

Applications shall be scored using the Scoring Sheet attached hereto as Exhibit A. The relative weighting of each criterion is set forth on the Scoring Sheet. All members of the selection

committee shall independently score each complete application, and the scores shall be aggregated to determine the ranking of applicants.

## **Application Process**

The Applicant must complete and submit a written application (a blank application can be obtained from WGCC's Human Resources Department) along with transcript, letters of recommendation, written statement regarding education/career goals (1,000 words maximum), and documentation of financial need, as described in the Selection Criteria section above. The application period opens on March 1 and closes on June 30 (the "Application Deadline"), and awards will be made after that time. All application information will be treated as confidential information.

## **Evaluation and Selection**

Successful applications will be selected by the Shield Foundation's Board of Governors or its delegated scholarship selection committee. Applications will be judged on both substance and clarity. Failure to conform to the guidelines and application requirements will disqualify the application; applicants should review the application carefully before submitting. The Shield Foundation may make grants in amounts different from those requested. Decisions of the Shield Foundation are final and not subject to review.

The Board of Governors or selection committee shall document its deliberations and scoring in sufficient detail to demonstrate that selection was made on an objective and nondiscriminatory basis. Such records shall be retained by the Foundation for a minimum of four years following the applicable grant period.

## **Conditions of Award**

Scholarship grants are awarded for one academic year at a time and are subject to renewal as set forth in the Scholarship Renewal section below. Preferably, all disbursements are pending proof of enrollment and will be made directly to the recipient's academic institution, on an annual basis. Scholarship grants are to be used only for tuition, fees, course-related expenses, and room and board and related expenses, if provided directly by the institution.

The recipient must maintain good conduct standing and a cumulative GPA of 2.5 or better (on a 4.0 scale). A student with a GPA under the required 2.5 in their most recent academic quarter, semester, or year may be considered for continued support after assessing their specific circumstances.

Scholarship amounts applied to tuition, required fees, books, and course-related supplies at a degree-granting institution are generally excludable from the recipient's gross income under Internal Revenue Code § 117. Amounts applied to room and board, or to non-degree programs, are generally includable in the recipient's gross income as ordinary income. The recipient is

responsible for any tax liability incurred as a result of the award. The Foundation will issue IRS Form 1099-MISC or other applicable information return to recipients who receive taxable scholarship amounts in excess of applicable reporting thresholds, as required by law. Recipients should consult a tax professional regarding their individual circumstances.

A scholarship or grant will not be terminated because the recipient or the recipient's parent or grandparent terminates employment with WGCC subsequent to the awarding of the scholarship or grant, regardless of the reason for such termination of employment. For the avoidance of doubt, this provision applies only to scholarship grants already awarded and does not affect the eligibility requirements for new or renewal applications, which require current employment with WGCC as of the applicable Application Deadline.

A scholarship award or grant will not include any commitments, understandings, or obligations, conditional or unconditional, suggesting that the studies are undertaken by the recipients for the benefit of WGCC or have as their objective the accomplishment of any purpose of WGCC other than enabling the recipients to obtain an education in their individual capacities and solely for their personal benefit. Also, at the time the scholarship or grant is awarded or renewed, there is no requirement, condition, or suggestion, expressed or implied, that the recipient or the recipient's parent or grandparent is expected to render future employment services for WGCC, or be available for future employment, even though such future employment is at the discretion of WGCC.

## **Scholarship Renewal**

Recipients may reapply each year and will be subject to the same eligibility and selection criteria. Renewal of a scholarship award will not be automatic and will lie in the discretion of the Shield Foundation's Board of Governors or delegated scholarship selection committee. Scholarship grants may be renewed for up to a total of four (4) academic years, which need not be consecutive. Each renewal application must demonstrate continued financial need and maintenance of the applicable GPA standard.

## **Shield Scholars**

A list of past awardees shall be maintained by the Foundation's administrative staff as a separate exhibit or on the Foundation's website and shall be updated annually. This governing program document shall not be amended solely to update the awardee list.

## **Application**

*[Blank application form to be attached as Exhibit B. The application form must be completed and approved by the Board of Governors prior to program adoption.]*

## **Scoring Sheet**

*[Scoring rubric to be attached as Exhibit A. The rubric must assign defined point values to each of the Selection Criteria listed above and must be approved by the Board of Governors prior to program adoption. All selection committee members must use this rubric consistently.]*