

# St. Patrick Catholic Church

## Vincent O. Greene Scholarship

### Guidelines and Procedures

#### 1. Description and Intent of the Scholarship

A longtime member of St Patrick's Parish, Vincent O. Greene, died in 2015. In his will he left a very generous gift to St Patrick's Parish. Specifically, income generated from his farmland would establish a fund for college scholarships for the students of our parish. Mr. Greene's Will provides that this fund should help pay for up to half of a full-time student's college tuition, supplies, books, and fees. The scholarships may be used by students to attend the college or university of their choice and will be awarded to students who have shown academic merit or promise and demonstrated leadership attributes.

#### 2. Administration of the Scholarship Program

Our Pastor will appoint a two-member Committee of parishioners to establish the program, manage and monitor the funds received and disbursed, manage the application process, and recommend scholarship recipients and amounts to the Pastor for his final decision. The Pastor may ask others to serve in advisory, committee or administrative roles, as necessary.

#### 3. Eligibility for an Award

For a student to be eligible for a scholarship, at least one parent or legal guardian must be a registered member of St. Patrick's Parish in good standing for at least two (2) years. In addition, the student must be a practicing Catholic and be accepted as a student by the college-level educational institution for which the student seeks a scholarship. Scholarships shall be limited to two students per family in any given academic year. These eligibility requirements can be modified at the discretion of the Pastor. An application must also be submitted by the student accompanied by any information the committee requests of the student, the parishioner, or their family. The application form is available on the Parish website. In addition, each student applying for an award will be required to show that he or she has made all good faith efforts to apply for all other reasonably available scholarships and grant monies.

Being a parishioner at St. Patrick in good standing includes: Membership in St. Patrick Parish which is open to all Catholics seeking to participate in their faith life and to individuals who are interested in joining the Catholic Church through the RCIA program. Active membership involves the sharing of time, talent, and treasure with the parish. Examples of time include regular participation in the liturgy and Sunday Mass as well as involvement in parish activities. Talent includes volunteering your knowledge, skills, abilities, and gifts to the life of the parish through the many opportunities available (e.g., committees, social activities, helping with church ministries). Treasure represents your personal

and financial contributions, according to family means, to support the parish, both in terms of its spiritual work and its physical structures. Opportunities for involvement in parish life are available in the Time, Talent and Treasure brochure at <https://www.stpaturbana.org/get-involved-in-parish-life>. Examples for students include: involvement in Mass ministries, such as altar servers, ushers, lectors, cantors, Eucharistic Ministers; participation in youth group (CREW), assistance with religious education, involvement in service activities at the parish.

Once awarded a scholarship, the student is eligible to renew or maintain that scholarship upon the timely submission of a reapplication along with college transcripts and any other document or information requested by the Committee. The reapplication form is also available on the Parish website. The student and the parishioner parent are responsible to keep the Parish updated on any residential address changes, as well as all contact information, changes in parish or changes in full-time student status and academic progress.

Other criteria or factors which will be considered in determining a student's eligibility will include:

- a. The student's academic achievements and standing in high school.
- b. The student's high school involvement in organizations, sports and community.
- c. The student's participation in Parish activities and ministries.

Once awarded a scholarship, other criteria or factors which will be considered in determining any renewal will include:

- a. The student's grades from prior semesters
- b. Any academic or disciplinary probation or action
- c. Maintaining a full-time status
- d. Continued participation in Catholic Church activities and faith worship.
- e. Continued membership in the Parish by the student and parent-parishioner
- f. Good faith efforts towards completion of a degree program, to include an accredited community college or four-year institution.
- g. Availability of funds and number of eligible students.

#### **4. Application and Renewal Process**

The application, reapplication and award process for the scholarship will occur once at the beginning of each year and on an annual basis for students seeking a scholarship for either the upcoming fall semester of college or the spring semester of college in the following year.

If circumstances arise so that a student applying for a spring semester is unable to apply by the deadline below for a fall semester, special consideration may be allowed by the Pastor, in his sole discretion.

Upon approval of the Pastor, the Committee will make available an application which will be required to be timely submitted in complete fashion along with any other requested information or documents by January 29<sup>th</sup> of the year in which the student seeks a scholarship for full-time fall semester college. All completed application forms and requested documents or information should be submitted online at [vincentogreenescholarship@stpaturbana.org](mailto:vincentogreenescholarship@stpaturbana.org) in a WORD document. All letters of recommendation should be in a WORD document and submitted directly by the author online at [vincentogreenescholarship@stpaturbana.org](mailto:vincentogreenescholarship@stpaturbana.org).

Once an award has been made, the student will also be required to submit at the end of each semester or quarter his or her official transcript of all coursework completed and grades to the Committee. This should be submitted within 2 weeks of receipt.

All information received by the Committee will be held and maintained in a confidential manner.

If requested, a personal or telephone interview or meeting with the Committee or the Pastor may be required as part of the initial application or renewal process.

The Committee will review all applications and submit a list of recommendations for recipients and amounts to the Pastor by March 13<sup>th</sup> for fall semester. The Pastor will attempt to have final decisions on all awards March 25<sup>th</sup> for fall semester. The student must then advise the Committee of their decision to accept the award by April 12<sup>th</sup> for fall semester.

The final amount of any award may be adjusted based on other scholarships received and amount of funds available.

Each scholarship award is a one-time annual award. If a student wishes to renew the award, he or she must submit a new, reapplication each year.

The re-applications, along with all other requested information or documents, will also need to be submitted by January 29<sup>th</sup> for the following academic year. The review and notification process will follow the same deadlines as those for a first-time application.

## **5. Final Decision by Pastor**

All decisions on scholarships or amounts will be made by the Pastor and are final decisions. The Pastor may also make any exception or waive any criteria, requirement, or deadline on an individual case basis, all at his sole discretion. Any waiver or modification of a requirement in any individual situation shall not nullify that requirement nor prevent its enforcement in all other cases.

## **6. Scholarship Disbursements**

The Committee will have bookkeeping resources in place in order to make all tuition and fee payments directly to the academic institution. The student will be responsible for providing all necessary information and executed forms to the Committee to allow such direct payments and allow the Committee to be given a receipt or confirmation of payment from the academic institution on behalf of the student.

## **7. Summary of Deadlines**

January 29 <sup>th</sup>	Submission of completed application or reapplication with any other information or documents requested by the Committee.
March 25 <sup>th</sup>	Announcement by Pastor of all offers of scholarship awards and amounts.
April 12 <sup>th</sup>	Student must communicate to Committee an acceptance of any award.

## **8. Miscellaneous Provisions**

Neither the offering of any scholarship award by the parish, the acceptance by any student recipient, nor the disbursement of any scholarship funds shall create any personal, property or contract rights on behalf of any student or parent against St. Patrick's Parish, the Pastor, any member of the Parish, any agent or employee of the Parish or the Catholic Diocese of Peoria, Illinois, or any of their clergy, members, agents or employees.