

## **Policies & Procedures Guide**

## Ronnie Harris Memorial Scholarship Program for Local 1549 Members

Effective 2018

The Local 1549 Member Scholarship Fund is a member benefit-based initiative allowing for the presentation of eight (8) \$1,500 scholarships, with restrictions, to Local 1549 members.

## **Local 1549 Scholarship Fund**

The guidelines are as follows:

1. Applicant must be a member of Local 1549 for at least one (1) full year prior to the date of

the application.

2. Member must have submitted an application of admission to an accredited college or university and will be attending the accredited college or university in September of the year of the application to the Scholarship Fund.

application to the Scholarship Fund

3. Completed applications must be submitted with a copy of proof of attendance to the accredited college or university (e.g.- registration letter from the college). The completed application form, with the supporting documents, must be received by the Committee no later than the third (3<sup>rd</sup>) Friday in July of the year of the application. Additionally, non-freshman applicants must submit a current copy of a college transcript demonstrating that the applicant has a grade point average of at least 2.0. Applications will not be accepted after the deadline.

Incomplete applications will be returned.

5. Eight (8) winners will be selected in a random drawing from all eligible applications. Local 1549 reserves the right to decrease the number of winners for any given year without prior notice. Additionally, first and second alternates will be selected who, if not otherwise ineligible, shall be declared winners if, and only if, one or two of the original eight (8) winners prove to be ineligible.

5. The Committee will confirm that winners are attending an accredited college or university in

the year in which the scholarship is awarded.

7. No current member of the Committee is eligible to receive a scholarship from the Local 1549

Scholarship Fund.

8. During the administration of the Scholarship Fund, members may submit applications for one or more years. Members are eligible to receive multiple scholarships in different years if otherwise

eligible under the rules of the fund.

9. No awards will be distributed until a current Bursar's receipt from the accredited college or university has been provided to the Committee. This document must be received by the Scholarship Committee no later than the last Friday in October of the year in which the scholarship is applied for.

10. All decisions of the Committee are final. Local 1549 reserves the right to discontinue this

program without advance notice.

11. Application forms can be obtained by contacting the Local 1549 Business Office at (212) 815-1549 or can be downloaded at the Local 1549 web site, www.local1549.com, by clicking on the 'Scholarship Fund' link on the home page.

12. All applications and supporting documents must be submitted via mail to:

Local 1549 Scholarship Fund P.O. Box 739 Bowling Green Station New York, NY 10274

13. The application must be submitted with a photograph of the member to be featured in the Scholarship Dinner Program. The photograph should be a color head shot, and suitable for the program (preferably formal or graduation attire). The photograph will be returned after the program is produced.

Please note that scholarships and other financial assistance is available through the DC37 Education Fund (212-815-1700) and A.F.S.C.M.E. (202-429-5066).

## RONNIE HARRIS MEMORIAL SCHOLARSHIP APPLICATION FOR LOCAL 1549 MEMBERS

Local 1549 Member Information

Name	Last 4 Digits of Soc. Sec. #	_
Civil Service Title	Agency	
Home Address		_
Home Tel. No. ( )		_
		_
	)	

IMPORTANT: CURRENT TRANSCRIPT, REGISTRAR'S RECEIPT OR OFFICIAL LETTER OF ACCEPTANCE MUST BE ATTACHED TO THIS APPLICATION. INCOMPLETE APPLICATIONS WILL BE DEEMED INELIGIBLE. BEFORE CHECKS ARE ISSUED, PROOF OF ATTENDANCE WILL BE NECESSARY (E.G. - BURSAR'S RECEIPT, A LETTER ON SCHOOL LETTERHEAD, ETC.). PROOF OF ATTENDANCE MUST BE RECEIVED BY THE SCHOLARSHIP COMMITTEE NO LATER THAN THE LAST FRIDAY IN OCTOBER OF THE YEAR IN WHICH THE APPLICATION IS SUBMITTED.