

The SECU Foundation *People Helping People* Scholarship Program will award three graduating North Carolina charter school seniors attending one of the 16 constituent campuses of the UNC System each one scholarship valued at \$10,000 (payable at \$1,250 per semester). Each graduating senior meeting the eligibility criteria will be considered for the scholarship. **The SECU Foundation *People Helping People* Scholarship will only be available to graduating public high school seniors who are either members of State Employees' Credit Union ("SECU") or eligible for membership through a parent/guardian who is an SECU member.** All charter high schools will use a Scholarship Selection Committee (must consist of three or more members) to determine a recipient for the scholarship for their high school. The Selection Committee of the NC Office of Charter Schools will make the final determination of the three scholarship recipients. **Please review the operating procedures below carefully to ensure proper administration of the scholarship:**

1. NC Office of Charter Schools will ensure each charter high school is providing scholarship information to all eligible students and their parents. Information should be posted to the high school websites, may be shared via email or letter to the students and their parents, and shared during morning announcements or senior assemblies.
2. The NC Office of Charter Schools will need to create a Scholarship Selection Committee comprised of three or more members who will make the final decision on scholarship recipients. The Scholarship Selection Committee must identify an alternate (runner up) for each recipient in the event the named recipient is unable to accept the scholarship (receives a full scholarship, declines the scholarship, chooses to attend a private or out of state university). **All members of the Scholarship Selection Committee must sign a written statement, on NC Office of Charter Schools Letterhead, identifying chosen recipients and alternate recipients.** SECU Foundation has provided a template with instructions on what to include in the selection letter.
3. The charter high school Scholarship Selection Committees will collect all required information for the selected recipient from their high school and email the information to Dave Machado at dave.machado@dpi.nc.gov with the NC Office of Charter Schools.
4. The NC Office of Charter Schools Scholarship Selection Committee makes the final determination of the three scholarship recipients. **VERY IMPORTANT: NC Office of Charter Schools'/High School should NOT inform student(s) of decision until SECU membership has been verified.** The NC Office of Charter Schools will electronically submit the three completed scholarship application packets to SECU Foundation for eligibility verification. SECU Foundation cannot open Google Docs, so please do not send scholarship packets in this format. Once SECU Foundation has notified the NC Office of Charter Schools that all recipients are eligible, recipients names may then be provided to principals and counselors for the official announcement (typically done on awards ceremony day for each school).

5. The NC Office of Charter Schools will ensure the required information below has been received for each recipient and email the information to secufoundation@ncsecu.org no later than **April 5, 2021** for confirmation of eligibility:
- Completed Student Application and Essay. **This document must be sent electronically as a Word Document only. The document is enabled to allow SECU Foundation to import student data into our database directly. Please do not send this document as a PDF or Google Doc.**
 - Copy of University Acceptance Letter (must match university listed on student's application)
 - Photo of Student (head shot only); submitted electronically in jpeg format
 - Written NC Office of Charter Schools Scholarship Selection Committee Statement, signed by all committee members, on NC Office of Charter Schools Letterhead, identifying the recipient(s) and alternate(s) (Example of Selection Letter Included)
 - Hand signed Consent Form. Each recipient of the scholarship and their parent/guardian **must sign and date (we cannot accept electronic signatures)** the Consent Form to release their names and images for press releases to the local news media as well as within SECU and the SECU Foundation. Parent(s)/guardian(s) and student must print their full social security numbers on this Consent Form in order to verify SECU membership eligibility.
6. Scholarship recipients may not be a director, employee, or family member of a director or employee of SECU or the SECU Foundation, or a family member of a member of the scholarship selection committee. ***For the purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member includes spouse, parents, siblings, children, grandchildren and great-grandchildren, and spouses of children, grandchildren and great-grandchildren, of a selection committee member, employee or director of SECU, or employee or director of SECU Foundation. Also, for the purpose of this scholarship program and a student's relation to a director, employee, or selection committee member, family member also includes persons living in the same residence and maintaining a single economic unit as a selection committee member, employee or director of SECU, or employee or director of SECU Foundation.*** However, please note that the student must be a member of SECU or be eligible for membership through a parent or guardian at the time of application to be eligible for the scholarship.

The Scholarship Selection Committee will advise SECU Foundation of the dates and times of the awards ceremony so that a representative of the local SECU office and an SECU Advisory Board member may be in attendance to present a letter of award to the recipient at the high school awards day or recognition ceremony. Should COVID-19 pandemic restrictions and safety precautions remain in effect for 2021 impacting the ability to hold in-person award ceremonies, SECU Foundation will consider alternative options.