

Wallis Knights of Columbus Council 3793
Scholarship and Achievement Award Committee Guidelines
Revised, January 2022

Overview

The following guidelines cover the Scholarships and Achievement Award to be presented annually by the Wallis Knights of Columbus Council 3793. The intent of the guidelines is to provide year-to-year consistency between the annual committees and to promote a fair and impartial selection process.

Achievement Award Criteria

The Wallis Knights of Columbus Council 3793 will issue an annual Achievement Award of \$1,000.00 to the graduating senior from Brazos High School with the third highest Grade Point Average (GPA), as determined by the High School Counselor. Presentation of this award is dependent upon the student continuing their education at a college, university or vocational school. In the event that this graduate does not continue their education, then the award will be presented to the next highest individual meeting this requirement. The Achievement Award will be presented without any reservations based on the individual's race, religion or background. The recipient of the Achievement Award will not be eligible for any of the Wallis Knights of Columbus Council 3793 Scholarships.

Scholarship Selection Committee

The Scholarship Selection Committee will consist of five Knights appointed by the Grand Knight. The Grand Knight will chair the committee and will not vote with the other five-committee members. A quorum of four Knights and the Grand Knight is required to select the scholarship recipients. Grand Knight will only vote in event of a tie vote.

No committee member, including the Grand Knight, shall knowingly serve if they are related to any of the scholarship applicants. In the event that a committee member is related to any applicant, he will excuse himself from the committee and the Grand Knight will appoint a replacement. In the event the Grand Knight is related to any applicant he will excuse himself and appoint a replacement chairman, such as the Deputy Grand Knight.

Scholarship Selection Guidelines

The process to select Scholarship winners follow:

1. Applications must be mailed to the Knights of Columbus, Council 3793, P. O. Box 667, Wallis, Texas, 77485, attention Financial Secretary via US Postal Service and postmarked no later than March 31st; or the application can be hand delivered to the Financial Secretary and must be in his possession by April 1st.
2. The Financial Secretary will verify all applicants meet the Scholarship eligibility requirements (see attached).
3. The Financial Secretary will take each application and eliminate personal information, e.g. name, address, signature, etc. to ensure the applicant's identity is masked.
4. The Financial Secretary will make six copies of each redacted application. Each applicant will then be given a number and this will be written on his or her application form. Committee members are strongly discouraged from attempting to determine the identity of the applicant.

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5. Prior to the Scholarship Selection Committee Meeting the Financial Secretary will distribute the numbered applications, and a copy of these guidelines to each committee member. Each committee member should review the applications and rank each application from “Most Qualified” to “Least Qualified”. The “Most Qualified” application would receive a value of “1”, the next ordered application a value of “2”, and so forth until all applications have been numbered. Committee members should remember that all areas on the application are important. One committee member may place more emphasis on GPA while another may place more emphasis on church activities. This is human nature and everyone has a somewhat different perception of what is important. However, each committee member is encouraged to consider all areas and not place a disproportionate emphasis on one area over another. By considering all areas the committee member will be better able to determine who the most qualified applicants are.
6. After the committee members have been given sufficient time to rank their applications, the Grand Knight will convene the Scholarship Selection Committee Meeting. A committee member may attend in person or virtually by teleconference to participate in the selection process. During the course of the meeting the committee members will discuss the applications. Following this discussion, a committee member may rearrange his rankings based upon the input of other committee members.
7. Once all committee members are satisfied that their questions or concerns have been addressed, the applications will be given to the Grand Knight. The Grand Knight, with the assistance of the other committee members, will then sum the numbers on each application. If there is a tie, then those applications will be further discussed until the tie is resolved. The Grand Knight will then list each applicant and score, in ascending order (applicant with lowest score first securing the # 1 position on the list).
8. The Scholarship Committee will now determine how many scholarships are to be awarded. The intent of the Scholarship Committee is to award a minimum of three (3) scholarships. The Scholarship Committee however has the right to allocate the approved scholarship funds as it determines will best reward the list of applications received. Should the Scholarship committee decide more than three applicants are qualified, then the committee may increase the scholarships issued. Should the Scholarship committee decide less than three applicants are qualified, the committee may limit the number of scholarships issued.
9. The Grand Knight should at this time inform the Scholarship Committee of the approved budget available for award taking into account the Achievement Award of \$1,000.
10. The Scholarship Committee will determine the monetary value of each scholarship award.
11. The Financial Secretary will reveal the identity of all applicants. The Grand Knight will forward the names of the Scholarship Recipients to the appropriate School Counselors or individuals by written notice. The recipients identified should be kept confidential by the committee members, and the High School Counselors or responsible individuals, until they are publicly announced.

Congratulations Graduating Seniors

All Graduating Seniors meeting the following requirements may apply for a Wallis Knights of Columbus Scholarship Award.

1. An applicant must continue his/her education as a full-time student at a University, Community College, vocational school, business school, or a Technical Institute. To collect the scholarship, an applicant must be selected and provide documentation proving enrollment.
2. An applicant must be represented by a qualifying member of the Knights of Columbus, Council 3793. A qualifying person may be:
 - a. The applicant's Father who is currently a member in good standing or was at the time of his death.
 - b. The applicant's Grandfather who is currently a member in good standing.
 - c. The applicant's Legal Guardian, who is currently a member in good standing.
 - d. The applicant is a member in good standing.

Knights work throughout the year to raise funds to allow the Council to award these scholarships. Our goal each year is to issue the maximum number of scholarship awards that we can.

Thank you for applying for a Knights of Columbus Scholarship Award.

**Grand Knight Duwayne Engelhardt
Wallis Knights of Columbus Council 3793**

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ATTACHMENT

**WALLIS KNIGHTS OF COLUMBUS
COUNCIL 3793
SCHOLARSHIP REQUIREMENTS
REVISED, June 2021**

The Wallis Knights of Columbus Council 3793 will annually select scholarship recipients to assist young persons wishing to further their education by attending universities, colleges, vocational, technical, or business schools.

To be eligible for the scholarship, an applicant must meet the following eligibility requirements:

- Be a graduating senior from an accredited High School, or completed a recognized equivalent, such as a GED.
- be represented by a qualifying member of the Knights of Columbus, Council 3793. A qualifying person may be:
 - The applicant's Father who is currently a member in good standing or was at the time of his death.
 - The applicant's Grandfather who is currently a member in good standing.
 - The applicant's Legal Guardian, who is currently a member in good standing.
 - The applicant is a member in good standing.
- Should the graduating senior reach the age of 18 prior to the deadline date and has not become a Knight of Columbus or reaches the age of 18 after the deadline date of the scholarship application requirements, he must turn in a scholarship application along with a signed Knights of Columbus Form 100 which will indicate his desire to become a Knight of Columbus. The Application will be reviewed and if deemed worthy of a scholarship the scholarship award will be held in escrow by the Wallis Knights of Columbus until such date that the individual completes the actions required to become a 3rd Degree Knight of Columbus. Once this act is completed, the scholarship will be released if all other requirements of the Scholarship guidelines have been satisfied.

Applicants must complete and return the attached scholarship application form by US Postal Service mail to the Knights of Columbus, Council 3793, P. O. Box 667, Wallis, Texas, 77485, attention of the Financial Secretary. The letter must be post marked no later than March 31st. In lieu of mailing an application may be hand delivered to the Financial Secretary and must be in his possession by April 1st. The application can be delivered to the Financial Secretary at the Wallis Columbus Club, 703 Columbus Road, Wallis, TX on any regularly scheduled date on which the Knights of Columbus are holding a meeting.

If attending a High School, a transcript is required with the application for committee review.

Recipients will be selected by a committee of five Knights of Columbus Council 3793 Members with the Council Grand Knight serving as the committee chairman.

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After verification (documentation should also include Student ID #) of enrollment as a full-time student, with a minimum of twelve (12) semester hours, or other indication by the institution that they are considered a full-time student, the Wallis Knights of Columbus Council 3793 will issue a check in the awarded scholarship value to the institution. Scholarship must be claimed within 12 months after the award date, or the award will revert back to the Wallis Knights of Columbus Council 3793.

Questions regarding this form should be directed to the Grand Knight, Wallis Knights of Columbus Council 3793, via email at grandknight@walliskofc.org.

Wallis Knights of Columbus Council 3793
Scholarship Application Form

Personal Information

Name _____

Address _____

Telephone Number _____ Email Address: _____

Qualifying Knight (If deceased, please give the year of his death)

If applying to become a Knight of Columbus check here

Have you applied for other Knights of Columbus Scholarships? YES NO

High School _____

Rank in Graduating Class _____ Number of Students in the Class _____

Grade Point Average _____ ACT or SAT Score _____

College you are planning to attend _____

College Major _____ College Minor _____

Trade or Business School Planning to Attend _____

Describe below why you are applying for the scholarship. You may use additional sheets.

ATTACH HIGH SCHOOL TRANSCRIPT -

Wallis Knights of Columbus
Scholarship Application Form

List in detail the following activities for all four years of High School. For example, if you were a member of the football team your last three years, indicate this as Football 2,3,4. Additional sheets may be used.

Extra-curricular: (e.g., football, band, UIL, clubs, etc.)

Special Honors and Awards (e.g., perfect attendance, Who's Who, honor roll, etc.)

Church, Community and Work Experience (e.g., Choir member, server, lector, Boy or Girl Scouts, Part-time jobs, etc.)

Applicant's Certification: To the best of my knowledge the information reported above is complete and correct.

Signature of Applicant _____

Signature of Parent or Guardian _____

Date _____

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