

**MISSION STATEMENT
&
POLICIES AND PROCEDURES FOR
THE CHAPTER SCHOLARSHIP**

MISSION STATEMENT

The mission of the Pinedale Chapter is to provide assistance in form of scholarships to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted Scholarship Funds.

GOALS

The goal of the Pinedale Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a higher education.

OBJECTIVES

The major objective of the Pinedale Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.

COMMITMENT

The Pinedale Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investments in the youth to build a strong foundation for the leadership of the Community and the Navajo Nation.

POLICIES AND PROCEDURES FOR THE CHAPTER SCHOLARSHIP

(This policies and procedures will supersede the TCDC Resolution for the Chapter Scholarship.)

All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by this policies and procedures.

(Resolution # PDC-10-18-207).

Before a potential applicant can be eligible for scholarship/assistance, he or she must be on the Chapter Planning and Regular Meeting Agenda with completed and accurate documents.

Applications will not be available until the opening dates listed below. The Chapter will not accept any early applications or faxed applications due to the first-come-first serve basis. The deadline date will be the 15th of the identified months or the date of the Regular Chapter Meeting, which ever comes first.

The deadline date will vary also based on Fund Availability for Scholarship.

OPENING DATES:

1. Fall Semester – August 1st
2. Spring Semester – January 1st
3. Summer Semester – June 1st

DEADLINE DATES:

1. Fall Semester – August Chapter Meeting Date or August 15th
2. Spring Semester – January Chapter Meeting Date or January 15th
3. Summer Semester – June Chapter Meeting Date or June 15th

ELIGIBILITY:

1. Must be a registered voter of the Pinedale Chapter for at least 6 months or parent must be a registered voter for 1 year prior to applying.
2. Must be enrolled full-time or part-time in an accredited college, university, vocational institution, or technical school.
3. Must be a member of the Navajo Nation with a census number.

REQUIRED DOCUMENTS:

1. Accurately completed Chapter Scholarship Application.
2. Social Security Card
3. Census Number
4. Voter Registration Card
5. Original High School Transcript or College Transcript
6. Class Schedule
7. Original Letter of Acceptance from the school
8. Photo Identification

STUDENT RESPONSIBILITIES:

Before and application is accepted, all essential documents must be present or the application will be considered incomplete and denied.

1. Come to the Chapter to pick up and turn in all essential documents mentioned above in a timely manner.
2. Be present at the Chapter Planning and Regular Meeting as scheduled.
3. Submit an Official transcript at the end of each awarded semester to the Chapter.
4. Maintain a Grade Point Average of 2.0 or C.

CHAPTER STAFF RESPONSIBILITIES:

It will not be the responsibility of the Chapter Staff to compile documents for the applicants. Also, Chapter Staff is not responsible for the lost or damaged documents.

1. Provide applications upon opening dates.
2. Inform the students of the Chapter Meetings.
3. Safeguard all essential documents and file them according to the Records Management Policies & Procedures.
4. Prepare Resolution for each applicant for the upcoming Chapter Meetings.
5. Make periodic and random follow-ups on all scholarship recipients to check on attendance and academic progress.

AWARD AMOUNTS:

The listed award amounts are based on fund availability and based on the semi-annual Navajo Nation Scholarship Budget. If funds are limited, the award amounts will be reduced to benefit more students or the number of students accepted/awarded reduced.

1. Full-time Students are eligible in the amount of \$400.00.

2. Part-time Students are eligible in the amount of \$300.00.

PURPOSE OF SCHOLARSHIP:

1. Assist with educational expenses such as tuition, books, school supplies, or room and board.
2. Assist with graduation expenses such as cap/gown, tassel, etc.

STUDENTS OBLIGATIONS:

Upon awarding, the student must meet the following conditions:

1. Utilize the awarded funds toward educational needs and goals.
2. Submit requested transcripts at the end of each awarded semester.

PROBATION:

Probation will only apply when the student fails to complete the semester as per registration.

The Probation Period will be a one (1) full school year for any of the following reasons:

1. Withdrawal from Institution.
2. Lack of attendance.
3. Insufficient credits hours per classification
4. GPA below 2.0 of C Grade equivalent
5. Failure to submit an official transcript at the end of the awarded semester.

REPAYMENT:

1. If the Student fails to complete the registered semester awarded, repayment of the awarded amount must be made to the chapter and probation applied.

The Chapter is always open to hear innovative ideas to improve our community, so please offer your ideas and suggestions.

PINEDALE CHAPTER SCHOLARSHIP ASSISTANCE

SUBMISSION PROCESS & CHECK-OFF LIST

> FOR CURRENT AND NEW SCHOLARSHIP RECIPIENTS

- Completed & signed application **(Please double check for completeness, incomplete application will not be accepted)**
- Letter of Admission or Enrollment verification for new semester
- New semester Class schedule
- Officials Transcript from current semester completion
- Voter verification, if you have been purged or never registered; please register at Pinedale Chapter Admin office or at any other 109 Chapters or Election office

> FOR FIRST TIME SCHOLARSHIP RECIPIENTS (Or if you changed your name)

- Copy of current State issued ID/Driver's License or School ID
- Copy of Navajo Nation Certificate of Indian Blood
- Copy of Social Security Card

Please attend the following meetings or have a family member attend for you:

- Planning Meeting: January 3, 2019 9:00 a.m. (request for scholarship at meeting)
- Regular meeting: Will know after planning meeting (please attend)

Scholarship awards will be made available the Friday after the Regular meeting, pending all application, and documents have been submitted.

PINEDALE CHAPTER SCHOLARSHIP APPLICATION

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College, University, or school you plan to attend: _____

Mailing address: City/State/Zip Code _____

Total Class hours: _____

Semester start date: _____

I have read and understood the Pinedale Chapter's Scholarship Policies and Procedures. Initial _____

I understand that upon my receipt of my scholarship award, I am obligated to utilize the funds for educational expenses as specified in the Chapters' Policies and Procedures. Initial _____

I also understand that I will be obligated to repay the awarded funds if I misuse the funds or if I withdraw from school un-officially and without notification to the Pinedale Chapter. Initial _____

I understand that by signing the forgoing document, that I attest and assure the Chapter the information is true and accurate. Initial _____

SIGNATURE:

Applicant's signature

Parent/Guardian Signature (If under 18)

Official Use only:			
<input type="checkbox"/>	Current completed/signed Scholarship application		
<input type="checkbox"/>	Copy of Letter of Admission or School enrollment verification		
<input type="checkbox"/>	Copy of Class Schedule		
<input type="checkbox"/>	Official Transcript (Last school attended)		
<input type="checkbox"/>	Verification of Voter: Date/time verified _____		
Please submit the following if applying for the first time and/or Update:			
<input type="checkbox"/>	Copy of Social Security Card		
<input type="checkbox"/>	Copy of Certificate of Indian Blood		
<input type="checkbox"/>	Copy of School ID or State issued ID/Driver's License		
Date received: _____		Did applicant meet deadline? ____	
Previous Award date:	Amount:	Check No.	
<input type="checkbox"/> Resolution attached? <input type="checkbox"/> Checklist attached?			<div style="background-color: black; color: white; padding: 5px; font-weight: bold;">SCANNED DATE:</div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>