

HIDALGO COUNTY
4-H FOUNDATION

Scholarship Handbook
2016



**Hidalgo County 4-H Foundation
Scholarship Program
2016**

Scholarship Recipient's Handbook



**HIDALGO COUNTY
4-H FOUNDATION**

Hidalgo County 4-H Foundation
1616 E. Griffin Parkway PMB #231
Mission, TX. 78572

2016 Hidalgo County 4-H Scholar Handbook

Congratulations on being awarded a Hidalgo County 4-H Foundation Scholarship! Your experiences, accomplishments and successes throughout your 4-H career have taken you from being a 4-H member in the Texas 4-H and Youth Development Program to being a Scholar with the Hidalgo County 4-H Foundation. As a 4-H Scholar, you will need to demonstrate responsibility in order to maintain and continue your scholarship.

This handbook is designed to help you obtain your Hidalgo County 4-H Foundation Scholarship. It is imperative that you **read and retain** this handbook. It will be needed throughout the duration of your scholarship. Please know that being awarded a Hidalgo County 4-H Foundation Scholarship is an honor that can be revoked for not following instructions.

Table of Contents

Hidalgo County 4-H Foundation Contact Information	Page 2
Scholarship Policies & Requirements.....	Page 3-5
Scholarship Payments.....	Page 5

Hidalgo County 4-H Foundation Contact Information

In the event of any problems or questions, contact the Foundation office by mail, e-mail or phone.

Mailing Address:

Hidalgo County 4-H Foundation
1616 E. Griffin Parkway, PMB #231
Mission, TX 78572-3180

Phone:

956-929-4767

Fax:

956-580-0894

E-mail Address:

4hfoundation@gmail.com

Website:

www.4hfoundation.net

Hidalgo County 4-H Foundation Board of Directors

Rene Vela, President
Nelda Barrera, President-Elect
Chuck Sellman, 1st Vice-President
Lisa Parker, Secretary
James Cano, Treasurer
Tammie Hartzog, Past-President
Melissa Beckwith
Justin Cerelli, D.V.M.
Janice Ciomperlik
Dora A. Flores

Miriam Ford
Larry Garza
Tonya Hill
Rebecca Kotsur
Edna Martinez
Melissa Neuhaus
Amanda Odom
Nicky Robbins
Fausto Salinas
Jode Vaughn

Honorary Board Members

J.M. Baker, DVM†

Elliot Bottom

Sister & Carlos Guerra

Scholarship Policies and Requirements

To receive and maintain your Hidalgo County 4-H Foundation Scholarship, you are required to provide documentation and information to the Foundation, before and after each semester until all funds have been dispersed. Please read this section with the utmost care and attention so the status of your scholarship will not be jeopardized. Please send all documents via certified mail.

Deadline Time Table

Deadline Date	Information Required	Send by Certified Mail
August 15th	Signed Contract	Original Form
August 15th	Thank You Note	Original Note
First Deadline: August 15th	Fall Course Schedule	Photo Copy/Printout
Second Deadline: December 31st	Fall Unofficial Transcript & Spring Course Schedule	Photo Copy/Printout
May 31st (If on Probation)	Spring Unofficial Transcript & Summer/Fall Course Schedule	Photo Copy/Printout

1. Complete & Sign a Scholarship Contract: Make sure all information is up to date and clearly printed. This is the information we will use to contact you. No copies, this needs to be the original document. **Due on or before August 15, 2016**, even for those needing to defer their scholarship. Send via certified mail.

- a. If your contact information changes, please notify the Foundation immediately via mail or e-mail with the change of information. You are responsible for keeping us updated with changes in your contact information.

2. Thank You Note: A handwritten thank you note to the board of directors is mandatory. **Due on or before August 15, 2016**, even for those needing to defer their scholarship. Send via certified mail.

Guidelines for Thank You Note:

- a. Must be handwritten, it can be homemade. Make it personal.
- b. Must include date, and salutation, i.e. "Dear Hidalgo County 4-H Foundation Board of Directors".
- c. Be specific about what you are thankful for, including the name of the scholarship and amount of the scholarship you have received.
- d. Must include your vision, where you are going to school, what your major will be and how you will use the scholarship money.
- e. Thank you note should be from the heart and express appreciation.
- f. It is a great idea to meet the people the Hidalgo County 4-H Foundation Board Members at the Country Hoedown, the Scholarship Banquet or at one of the livestock shows. Meeting the board members will make writing the thank you note easier and more personal.

3. Enrollment and Academic Requirements: For the duration of the scholarship, you must maintain a minimum of 12 credits per semester with a minimum grade point average (GPA) of 2.0 at an accredited college, university, technical, vocational or other school of higher education. Send via certified mail.

- a. Fall semester course schedule is **due on or before August 15, 2016**.
- b. Fall semester unofficial transcript and spring course schedule is **due on or before December 31, 2016**.
- c. Unofficial transcript may be downloaded from the internet grading system of your institution provided the recipient's name is included on this document.
- d. If your semester grades are not ready by our deadlines, it is your responsibility to send us what grades you have available along with a note explaining the situation. As soon as grades do become available they should be turned in as stated above.
- e. If your institution does not follow the standard fall/spring semester pattern notify the Foundation in writing with an explanation of your schools semesters, this will have to be approved and guidelines determined for your situation.

4. Probation: Failure to maintain a minimum of 12 credit hours and/or a minimum grade point average (GPA) of 2.0 will result in the recipient being placed on scholastic probation. *(Even if you know you did not meet these requirements, the documentation is still required.)* Failure to submit required documentation by the deadline date will result in the recipient being placed on probation. Probation last for a period of one semester. Send all documentation via certified mail.

- a. Recipient will not receive his/her scholarship payment while on probation.
- b. After one semester of probation, your scholarship will be forfeited if you do not meet the academic and enrollment requirements and if you do not turn in all the required documentation, **due on or before May 31, 2017**, for the semester just completed and the enrolled upcoming semester.

5. For a Deferment: Written request must be submitted to the foundation office **on or before August 15, 2016**. Send via certified mail.

- a. This written request must explain why you need a deferment and how long your deferment will last.
- b. In return, you will receive a letter of confirmation from the Foundation if your deferment is approved.
- c. Maximum term for a deferment is one year. You will need to start school by the **fall 2017** semester.
- d. At the end of your deferment, deadlines for course schedules and grades will follow the above mentioned dates, listed in the deadline time table, but for **2017**.

6. Inactive Status: The recipient may submit a request for their scholarship to be placed on inactive status. Send request via certified mail.

- a. A request for inactive status must be submitted in writing.
- b. Such requests are decided on a case by case basis.
- c. Deadline dates for these requests are **on or before August 15, 2016 or on or before December 31, 2016.**
- d. Maximum time period for inactive status is one semester.

Scholarship Payments

Scholarship funds are paid directly to the recipient by the Hidalgo County 4-H Foundation. Funds will be disbursed in two (2) equal payments, provided all necessary documentation is received by the required deadlines. If required documentation is not received the recipient will not be paid. See section 4 "Probation".

Payments are generally mailed within one to two weeks of receipt of documentation from the scholar. Current/up to date contact information is necessary in order to receive your payment in a timely manner.

Deadline Dates

August 15, 2016

December 31, 2016

Please mark these dates on your calendars