

Center for Fine and Performing Arts

Outstanding Senior Scholarship Rules

Description:

The *Center for Fine and Performing Arts (CFPA) Outstanding Senior Scholarship* provides financial assistance to graduating Charles J. Colgan, Sr. High School CFPA seniors enrolling in an accredited undergraduate fine or performing arts degree program, as either a major or minor, or in a fine or performing arts certificate program at a qualifying educational institution. This scholarship is provided by the CFPA Boosters who provide all aspects of administration, selection, and funding for the program. Recipients will be selected based on demonstrated service to the CFPA program, volunteerism, extra-curricular activities, letters of recommendation, and short responses to prompts.

Important Dates:

- Application instructions and materials will be released by December 1 each year. These materials will be available on the CFPA Boosters website at www.cfpaboosters.com/scholarships.html.
- Due date is for applications is midnight on March 15 each year. (Time zone for Charles J. Colgan, Sr. High School will be used. Due date does **not** change in the event it falls on a weekend or holiday.)
- Winners will be announced at the Charles J. Colgan, Sr. High School Senior Awards Night each year.


Applicant Rules

This section details the rules for eligibility, completion and submission of the application, and important information on how the applications will be evaluated. Applicants should review this information carefully and review their application materials to ensure proper completion and submission.

1. To be eligible for the scholarship, applicants must be a current senior who is:
 - a. A member, in good standing¹, of the CFPA Program at Charles J. Colgan, Sr. High School;
 - b. Anticipating completion of high school diploma at the end of the current academic year;
 - c. Pursuing continuing education in the fine or performing arts by enrolling full-time in a degree providing program (as either a major or minor), or in a certificate program in the fine or performing arts at a qualifying educational institution² the following fall.
2. There is NO requirement for the applicant's family to be a current member of the CFPA Boosters. Membership status of the applicant's family in the CFPA Boosters is not checked and will not be considered in any way in processing applications.
3. Applicants must provide the following:
 - a. Full application with all parts completed, answered, and submitted in accordance with the application instructions for the current academic year.
 - b. A current resume
 - i. The following items are REQUIRED on the resume:
 1. Applicant Name

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2. CFPA Concentration Area (and, if applicable, any additional CFPA areas of study)
 3. Anticipated Major, Minor, or Certificate type
 4. Anticipated College/University/School/Program – If the applicant has not made a final decision, please indicate most likely choice.
 5. Intended career field
- ii. The following items are RECOMMENDED on the resume:
 1. CFPA Service/Involvement
 2. Volunteer Work (School and/or Community)
 3. Extra-curricular Activities (non-CFPA clubs, lessons, jobs, etc.)
 4. Honors and Awards
 5. Any additional information the applicant wishes to include that would be helpful to the selection committee
 - iii. The resume should focus on the applicant’s high school years and relevant to the CFPA Outstanding Senior Scholarship Numerical Evaluation Rubric. Any pre-high school information should be included for a clear and specific purpose. All CFPA students have prior experience in their own fine or performing arts area, therefore a list of childhood performances, classes, activities is not likely to be unique or important to the application and should not be included.
 - iv. Resume must be a document that can be submitted according to the application instructions for the current academic year. This includes meeting the file type and size requirements if a document upload is specified.
 - v. There are no style requirements for the resume. Creativity and personal style are welcome, but applicants are reminded that the information contained in the resume is what is being evaluated.
- c. Copy of unofficial transcript.
 - i. Although this scholarship is not an academic award, applicant GPA may be considered in the event application scoring results in a tie. The GPA used for this purpose will come from this unofficial transcript. A screen shot of digital school records (ie. StudentVue/ParentVue) is acceptable for this requirement.
 - d. Essay prompt responses.
 - i. Applicants must provide a response to 2 (two) of the prompts provided in the application instructions.
 - ii. Each response is limited to a maximum of 1 (one) standard 8.5x11” page.
 - iii. If an essay response exceeds the 1 (one) page maximum, only the first page of the response will be considered by the selection committee. Any additional page(s) will not be included as part of the application.
 - e. Letter(s) of recommendation
 - i. 1 (one) letter of recommendation **from a Charles J. Colgan, Sr. High School CFPA instructor is REQUIRED.**
 - ii. A second letter of recommendation from anyone the student chooses is OPTIONAL.

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- iii. Letter(s) of recommendation are REQUIRED to include the applicant's name AND Charles J. Colgan, Sr. High School student ID number.
 - iv. No more than 2 letters of recommendation will be considered (if more are received, only the first to arrive and the required CFPA instructor recommendations will be considered).
 - v. There is a 1 (one) page limit for each letter. If a letter is received that exceeds the 1 page limit, only the first page will be forwarded to the selection committee; the remainder of the letter will not be considered/included.
 - vi. When 2 (two) letters of recommendation are submitted, they are considered together to determine the points awarded to the applicant under the Letter of Recommendation section of the CFPA Outstanding Senior Scholarship Numerical Evaluation Rubric. Applicants do not receive a "second", "extra", or "bonus" score in this category for submitting the optional letter of recommendation.
 - vii. The applicant is responsible for requesting the letter(s) of recommendation from the writer(s) and for following up with that person to ensure it has been submitted by the application deadline.
 - viii. Letter(s) of recommendation must be submitted directly by the writer. Any letter submitted by the applicant will **NOT** be accepted. Instructions for submitting a letter of recommendation will be included in the application instructions each year. Applicants are encouraged to provide these instructions to the person(s) writing their letter(s).
 - ix. Any letter of recommendation received after the application deadline will not be included in the application or considered by the selection committee. If the REQUIRED letter of recommendation is not received before the deadline, the application will be considered incomplete and disqualified.
 - f. Completed CFPA Outstanding Senior Scholarship Records Release Form signed by the applicant and their legal parent/guardian.
4. All application materials must be submitted as specified in the application package released each year. Materials submitted by any other means will not be considered.
 5. If all parts of the application are not received in accordance with the application instructions by the deadline (March 15) the application will be disqualified.
 6. Scholarship recipients must provide the following information by the deadline stated in the application instructions for the current academic year.
 - a. Name and address of the educational institution the student will be attending. Address must be for the office that is authorized to receive and process outside scholarship funds.
 - b. Student's ID number/account number for that educational institution.
 - c. Copy of letter of acceptance, or other official document from the institution, which indicates the student's field of study.
 - d. Final transcript indicating successful graduation from Charles J. Colgan, Sr. High School.

Failure to provide the required information on time will result in loss of the scholarship. Failure to enroll in a program that meets the scholarship requirements will result in loss of the

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scholarship. The CFPA Booster's Executive Board may grant an extension to the deadline for final documentation, if the student has been in touch with the CFPA Booster's Scholarship Committee Chairman and provided details regarding the reason for the delay. The decision to grant or deny an extension is at the sole discretion of the CFPA Boosters Executive Board and will be based on the recipients ability to demonstrate circumstances outside of their control and active attempts to gather and provide the required information/documentation.

7. Scholarship funds will be issued directly to the institution where the student will be studying without exception.
8. Scholarship applications will be scored using the CFPA Scholarship Numerical Evaluation Rubric, included with these rules. Applicants are encouraged to familiarize themselves with the evaluation criteria prior to submitting their application materials.
9. The CFPA Boosters believe everyone should be treated fairly. The CFPA Boosters Executive Board, the CFPA Scholarship Committee Chair, and the members of the CFPA Scholarship Committee do NOT discriminate on the basis of gender, gender identity, race, ethnicity, age, religion, or disability. All applications will be redacted of name and any other identifying information prior to review and scoring by the CFPA Scholarship Committee members to further promote a fair and unbiased selection process.
10. By submitting an application, all applicants acknowledge that the decision of the CFPA Scholarship Committee are final and can not be protested or appealed.

¹"In good standing" is defined by the CFPA Handbook version in effect for the current academic year. The applicant's status will be verified with the CFPA Coordinator.

²A qualifying educational institution is one that meets the rules set forth in Internal Revenue Code Section 4945(g) for Individual Grants.

Scholarship Committee Members

1. Any parent/guardian of a current Charles J. Colgan, Sr. High School CFPA student who is not in their senior year is eligible to serve on the CFPA Boosters Scholarship Committee ("the committee"). No parent/guardian of a Charles J. Colgan, Sr. High School CFPA student may serve on the committee, if they have a senior student, regardless of whether said student will be applying for the scholarship. These eligibility requirements also apply to the committee chair.
2. Committee members will meet via zoom or in person at the times designated by the committee chair prior to the review and selection phases to discuss the application, rubric, and other necessary elements of the scholarship process.
3. The size of the committee will vary from year to year, but is required to have a minimum of 3 (three) members in addition to the chair.
4. The chair has the authority to limit the number of committee members in the event that more than 7 qualified people volunteer to serve. If the decision to limit the committee size is made, the members should be selected based on the order that they volunteered.

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5. Upon close of scholarship application window, the committee chair will prepare scholarship review packets for each committee member. To prepare these packets, the committee chair will redact all identifying information and ensure that each application is complete and submitted according to the instructions. Each packet will include – a copy of each redacted application, form for reporting scores, and a copy of the CFPA Scholarship Numerical Evaluation Rubric.
6. Committee members will take possession of their scholarship review packet, and read and score each application in the packet.
7. Committee members agree to score each application based solely on the rubric requirements and the information the applicant provides in the application package itself. Even if the committee member believes they can identify the applicant from the information in the packet (ie. recognizing a leadership position held), **the committee member must consider only the information provided in the application whether that helps or hurts the applicant's chances.**
8. Committee members agree to not disclose information in the applications or anything discussed during committee meetings with anyone outside the committee.
9. Committee members who have questions or concerns should contact the committee chair outside meetings to address questions/issues.
10. CFPA Boosters Executive Board and the CFPA Scholarship Committee chair and committee members agree that discrimination is illegal and that they will NOT discriminate on the basis of gender, gender identity, race, ethnicity, age, religion, or disability in the review and scoring of applications, selection of recipients, funding of scholarships, granting of extensions for final paperwork of the recipients, or any other activity related to the administration and granting of the CFPA Outstanding Senior Scholarship.
11. Committee chair will not participate in the scoring of the applications.
12. Committee members will submit their scores in the spreadsheet provided by the chair by the date communicated by the chair. The chair will collate all scores provided by committee members to determine the ranking of all applicants.
13. Committee members will meet via zoom or in person at the close of the scoring window to discuss the results of the scoring. If a tie exists, committee members together with the chair will discuss any finer points of the applications, along with the student's GPA as reported on the unofficial transcript to arrive at a decision.
 - a. After discussion, the committee will vote on the applications involved in the tie. This vote will be conducted in a written/recorded manner (email is acceptable if the meeting is held via zoom). The committee chair will not participate in this vote. In the event, a tie still exists, the committee chair will cast the final and deciding vote.
14. The committee chair is required to maintain a record of the application instructions for the year, all applications filed (including any that were disqualified or submitted after the deadline), all documentation on the evaluation of those applications (scores from committee members, notes regarding disqualification, etc), records of decisions made during committee meetings, records of the name and contact information for each committee member, and a list of the recipients. These records should be maintained by the CFPA Executive Board in a manner that limits unnecessary access, but allows an independent auditor to verify that the scholarship granting process is adhering to the rules set forth in this document.

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15. It is recommended, but not required, that the committee chair report significant information to the CFPA Executive Board following scholarship award each year. Some information which may be helpful to the board are - # of applicants, # of applications that failed to meet submission requirements, feedback from committee members regarding the process, average score of applications, and any recommendations the committee chair has regarding the application instructions for the following year or potential rule changes that the board needs to discuss.

General Rules

1. A change to the CFPA Senior Scholarship Rules requires a majority vote of the CFPA Boosters Executive Board.
2. No change to the CFPA Senior Scholarship Rules can take effect from the time the application is released until after the scholarship award for that year.
3. A change to the CFPA Scholarship Numerical Evaluation Rubric is considered a change to the rules.
4. The effective date of any approved rules change must be a minimum of 2 full calendar years after the vote to approve that change. (ie. If a vote is taken on 2/3/2022, it can not take effect until after 2/3/2024, which means it will go into effect when the next application is released the following winter – 12/1/2025). This minimum timeline may be shortened provided the CFPA Executive Board documents the need for immediate action and the implementation timeline is specified in the rule change. A need for a shortened timeline may include reasons such as, but not limited to – adherence to new/changing laws, correction or clarification of a rule that does not change the nature or intent of the rule, or to maintain the integrity of the scholarship (ie. closing a previously unknown loophole that is being exploited).
5. In the event a rules change is approved, the CFPA Executive Board is required to file all necessary governmental updates and receive all necessary governmental approvals before the rules change goes into effect. (ie. IRS paperwork updates).