	<i>Leadership Corvallis Board of Directors Policy</i> Scholarships and Tuition Waivers		004
	APPROVED BY BOARD: 03/12/26 Rescinds policy dated 12/05/13	REVIEWED BY BOARD: 12/05/13	STATUS: EFFECTIVE 03/12/26

1. PHILOSOPHY


The Board of Directors believes that participants will have greater commitment to the Leadership Corvallis program if they (or their sponsor) pay a registration fee for the program. Leadership Corvallis also recognizes the value in having a diverse participant population and that, for some participants, the cost of the program may be prohibitive. Therefore, partial scholarships may be made available.

2. POLICY

- 2.1 No full scholarships will be awarded.
- 2.2 The availability of scholarships will be determined each fiscal year by the Board of Directors. Scholarships will *not* be awarded if they jeopardize the financial stability of the organization.
- 2.3 Scholarships that are independently funded will be offered each year they are funded. (Example: a community leader donates money to Leadership Corvallis specifically earmarked to be used for a scholarship.)
- 2.4 The awarding of scholarships will be based on the criteria of the scholarship.
- 2.5 In addition to scholarships, the Board of Directors may choose to waive the tuition for an applicant who is willing to trade a skill or talent needed by the organization. The decision to waive tuition must be based on Leadership Corvallis receiving value equivalent to or greater than the tuition.
- 2.6 Incomplete applications will not be considered for scholarships.

3. PROCEDURES

- 3.1 On an annual basis, the Treasurer will make a recommendation regarding the number of scholarships the organization can afford to award.
- 3.2 Applicants interested in receiving a scholarship must complete both the standard Class Application and the supplemental Scholarship Application by the stated deadline. The Recruitment Committee Chair will be responsible for communicating with applicants the status of their application.
- 3.3 The Recruitment Committee Chair will collect the Scholarship Applications, note the date they were received and then forward the applications to the Recruitment Committee for review.
- 3.4 The Recruitment Committee will review the Scholarship Applications. They will be the authority on determining eligibility based on information submitted by

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applicants. The Recruitment Committee will make recommendations to the Board on which, if any, applications should be awarded scholarships.

- 3.5 The Recruitment Committee will develop and follow a *Recruiting Communication Calendar* to complete their assessment in a timely manner. They will forward their recommendations to the Board of Directors as soon as practical, but no later than the August Board Meeting.
- 3.6 The Board of Directors will be the final authority on awarding scholarships and will vote on the recommendations presented by the Recruitment Committee.
- 3.7 After the Board vote, the Recruitment Committee will let all applicants know, in writing, whether or not they were awarded a scholarship.
 - 3.7.1 If the applicants are not awarded a scholarship, the Recruitment Committee must ascertain as soon as possible whether they are still able to participate in the upcoming program or whether their slot should be made available to those on the waiting list.
- 3.8 A copy of the correspondence to the scholarship applicants (letter or email) will be forwarded to the Board President and to the Treasurer so that program invoices can be accurately produced.
- 3.9 The Recruitment Committee Chair will present a final class roster to the Board of Directors and the Program Host as soon as practical, but no later than August 15th.

4. RESOURCES

- 4.1 Recruiting Communication Calendar