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| **Procedure:** | Kenneth Law - Scholarship Award  |
| **Number:** | SOP-402  |
| **Authority:** | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees  |
| **Reference:** | SSCA By-Laws Section 14: Committees: Finance Committee, SOP-201  |
| **Effective Date:** | July 21, 2021  |
| **Revises Previous Date:** | July 19, 2017 |

Establishment of Award: The annual scholarships shall be in an amount of $1,000 per recipient, up to ten recipients, and the Association's participation is not to exceed $10,000 annually.

Funds are to be credited only toward tuition and other related academic expenses, by deposit with a college or university, through a process approved by the SSCA. SSCA hereby recognizes the cooperative gestures of colleges and universities agreeing to match the SSCA scholarship. If and when such SSCA scholarship is thereby matched and accepted, SSCA agrees to cooperate with said college or university, in the admission of the tuition funds (within limits of the scholarships), while the recipient is pursuing studies at such university or college.

This scholarship will initially be funded from the treasury of the SSCA.

The Finance Committee will monitor this expenditure and if it becomes necessary, make recommendations to further finance said scholarships.

Selection Committee: The committee shall consist of four (4) regular members. The Immediate Past President will chair committee and the other members will be regular members of the Association. It is the responsibility of the committee to review all applications received from SSCA State Representatives and select the recipients of the SSCA Kenneth Law – Scholarship Award.

Application Criteria and Guidelines:

1. The scholarships will be administered, monitored, reported upon and the recipients chosen through a committee selection process.

2. Each State Representative's selection screening committee may submit one primary application and one alternate application for consideration. If not enough applications are received, the Chair may solicit the State Representatives for additional applicants.

3. Applicant must be a Regular or Lifetime SSCA member or a spouse or dependent child of a Regular or Lifetime SSCA member.

4. The applicant must be a U.S. Citizen of good reputation and character.

5. Applicant must be pursuing a bachelor or graduate degree.

6. Applicant must be entering his/her freshman, sophomore, junior, senior year or graduate school. Freshman or first year graduate students must be officially accepted at the College/University.

7. The applicant must:

a. Submit an application form (as published in the Southern Concourse), and letter of candidacy attesting to his/her worthiness or need for the scholarship. A sample application form is attached.

b. Demonstrate evidence of his/her ability to succeed in collegiate and academic studies while in pursuit of part-time or full-time formal education at the SSCA undergraduate or graduate college levels.

c. Provide all required attachments, and submit the entire package to their State Representative prior to April 1 of the year the Scholarship is to be awarded.

8. Attachments to the application shall include, but are not limited to:

a. A certified transcript of their high school grades to date submitted by beginning freshmen.

b. A certified transcript of their college courses and grades to date submitted by freshmen, sophomores, juniors, seniors and entering graduate students.

c. a certified transcript of graduate courses and grades to date submitted by graduate students already matriculating in a graduate program.

d. A copy of the official acceptance letter from the College/University submitted by beginning freshmen and entering graduate students.

e. A written narrative supporting/justifying applicant’s need for the scholarship, submitted on a separate sheet(s) of paper by the applicant.

9. Each applicant's need for the scholarship including family size and economic status, commitment to his studies, the application of both his academic and practical learning experiences to his job will be considered in the selection process.

Completion Requirements:

1. Scholarship recipients must forward to the appropriate State Representative a copy of their transcript for the time period the recipient has received the award.

a. Failure to satisfactorily complete the semester may result in the recipient being required to repay SSCA the full amount awarded.

b. Satisfactory completion means an overall grade point average of "C" or 2.0 on a 4.0 scale for each semester a scholarship was received.

c. The SSCA reserves its right to audit the progress of the student's expenditure of scholarship funds at the attended college.

2. The recipient will only be eligible to receive this scholarship one time.

3. The member recipient shall be in pursuit of part-time or full-time formal education at the undergraduate or graduate levels in a program of study applicable to the field of criminal justice, rehabilitation, social services or a related field. Spouse and dependent children may participate in any program of study.

4. The committee will determine such applicability.

Notification of Winners and Benefits:

1. The Chairperson of the committee will notify the selected winners personally, in writing, of their selection and invite them to be in attendance at the awards ceremony during the Annual Summer Training Conference.

2. The Chairperson of the committee will contact the agency head of the individual(s) to advise them of the selection and secure their support to send the winner to the Annual Summer Training Conference.

**Kenneth Law College Scholarship Application**

**PURPOSE**: The SSCA is a 14-state regional organization of correctional practitioners representing the operational and administrative areas of jails, probation, prisons, and parole. It is the intent of this scholarship award to financially assist individuals preparing to or already participating in an accredited college or university program of study.

 **PROCESS**: Each year individual(s) will be selected to receive the SSCA Scholarship Awards. The process begins at the state level with applicants submitting application packages (form and attachments) to their respective SSCA State Representative no later than April 1, of the year awards are to be made. These applications will be screened by a State-level screening committee and one primary and one alternate application will be forwarded to the SSCA Scholarship Award Committee for consideration. The Award Committee will select recipients and award scholarships in an amount and number to be determined by the Executive Board. Applicants will receive written notification of their selection or rejection. Awards will be announced at the Annual Summer Training Conference.

 **AMOUNT**: The Association will designate a maximum of $10,000 per year for scholarship program. Additional contributions may increase the amount of funds available each year. The Executive Board will determine the amount and number of scholarships to be awarded each year to individuals who are Regular members of SSCA, their spouse or dependent children, and are pursuing either part-time or full-time formal education at the college or graduate school level. The funds will be deposited with an accredited college or university to apply toward the student’s tuition and related academic expenses.

 **ELIGIBILITY**: The Applicant must:

1. Be a U.S. Citizen

2. Be an active regular or lifetime SSCA member or their spouse or dependent child.

3. Be pursuing a bachelor or graduate degree in a program of study applicable to the field of criminal justice, rehabilitation, social services or a related field for members and any program of study for spouse and dependent children.

4. Be entering his/her freshman, sophomore, junior, senior year or graduate school. Freshman or first year graduate students must be officially accepted in the College/ University.

5. Complete the application form, provide all required attachments, and submit the entire package to their State's representative prior to April 1, of the year awards are to be made. The scholarship will be awarded for the next fall term. Incomplete application packages will not be accepted for consideration

**ATTACHMENT TO APPLICATION:**

1. Beginning freshman must submit a certified transcript of their high school grades to date.

2. Freshman, sophomores, juniors, seniors, and entering graduate students must submit a certified transcript of their college courses and grades to date.

3. Graduate students already matriculating in a graduate program, must submit a certified transcript of graduate courses and grades to date.

4. Beginning freshman and entering graduate students must submit a copy of their official letter accepting them into a College/University.

5. On a separated sheet(s) of paper provide a written narrative supporting/justifying his/her need for this scholarship.

**COMPLETION REQUIREMENTS:**

(1) Recipient will only be eligible to receive this scholarship one time.

(2) Scholarship recipients must forward to the appropriate State Representative a copy of their transcript for the time period the recipient has received the award.

(3) Failure to satisfactorily complete the semester may result in the recipient being required to repay SSCA the full amount awarded. Satisfactory completion means an overall grade point average of “C” or 2.0 on a 4.0 scale for each semester a scholarship was received.

**SSCA Kenneth Law - SCHOLARSHIP APPLICATION FORM**

(print or type)

Name Social Security #:

 Last First MI

Member Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Telephone #: ( )

 City State Zip

College/University Name

Mailing Address

 City State Zip

Major Minor

Current Class: Class Status for Fall Term

High School Senior Junior College Freshman Senior

College Freshman Senior Sophomore Graduate

Sophomore Graduate Junior

U.S. Citizen Yes No

All information submitted is true and accurate. Further, I authorize the SSCA Executive Board/Scholarship Selection Committee to verify the information contained in this application package.

Date Signature