



**Scholarship Administration
Scholarship Selection Committee Structure**

The structure of the Scholarship Selection Committee is designated by the Trustees of the Oklahoma City Community Foundation. The Central Oklahoma Guidance Network counselor recruits persons who will serve on the Scholarship Selection Committee* as follows:

Central Oklahoma Scholarship & Guidance Network Counselor _____

High School _____

Administration Representative _____

Two or more faculty working with the class of eligible applicants

At least one volunteer from the community

(Volunteer's Daytime Phone)

To avoid a conflict of interest, no person who is related to an eligible applicant may serve on the committee. A Conflict of Interest Statement must be signed by each person serving on the committee. Please attach the original signed statement for each person.

* It is recommended that the same committee members serve on all scholarship committees making recommendations to the Oklahoma City Community Foundation.



Scholarship Administration: Conflict of Interest Statement

The Oklahoma City Community Foundation is a 501(c)(3) public charity.

The programming of community foundations in general is centered in grant making activity. Because a scholarship benefits an individual and not an organization, the awarding of scholarships is referred to as "grant making to individuals". All activities of the Oklahoma City Community Foundation must comply with the rules and regulations set forth in the Internal Revenue Code in order to protect the 501(c)3 status of the Oklahoma City Community Foundation, Inc.

The following IRS rules apply to your role on the Scholarship Selection Committee.

The Oklahoma City Community Foundation Scholarship Committee requires

- 1 All awards must be given for educational purposes.
Student will attend an accredited institution
- 2 Selection of recipients must be made on an objective, non-discriminatory basis.
Adherence to Criteria for Scholarship Award
- 3 **There must be no benefit to those who serve on the scholarship selection committee.**
*No relative of a potential applicant may serve on the Selection Committee.
(Scholarship Selection Committee: Structure Report Form)*
- 4 There must be broad dissemination of eligibility requirements and deadlines for application.
*Selection Committee members promote scholarship among entire charitable pool, and, promotes to every inquiring person.
The Scholarship Report form will include a count of online applications at your institution.*
- 5 Recommendations for award recipients must be submitted online or in writing.
All award recommendations must be ratified by the Oklahoma City Community Foundation Trustees.

STATEMENT: I attest that I have no conflict of interest in the execution of my responsibilities as a member of the Scholarship Selection Committee for _____ High School. I further agree to adhere to IRS rules and Oklahoma City Community Foundation Scholarship Committee policies in fulfilling my responsibilities as a member of this committee.

Signature (Print Name) email Date

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