CHAPTER 1: ADMINISTRATION AND MANAGEMENT

SUBJECT: 112 SCHOLARSHIP PROCEDURES

SUPERSEDES: 06-05-17

DATE: 06-04-18

PURPOSE:
The Otero County Prison Facility will establish a policy which outlines the granting of high school scholarship awards to graduates of public high schools in Otero County, New Mexico.

AUTHORITY:

ACA Reference: Standard 4-ALDF-7F-03

PROCEDURE:
The Otero County Prison Facility will award the following Twelve (12) High School Scholarships in Otero County:

High School

<table>
<thead>
<tr>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mescalero</td>
<td>2 x $1,000.00  =  $2,000.00</td>
</tr>
<tr>
<td>Alamogordo High School</td>
<td>2 x $1,000.00  =  $2,000.00</td>
</tr>
<tr>
<td>Academy Del Sol High School</td>
<td>2 x $500.00  =  $1,000.00</td>
</tr>
<tr>
<td>Cloudcroft High School</td>
<td>2 x $1,000.00  =  $2,000.00</td>
</tr>
<tr>
<td>Tularosa High School</td>
<td>2 x $1,000.00  =  $2,000.00</td>
</tr>
<tr>
<td>Chaparral High School</td>
<td>2 x $1,000.00  =  $2,000.00</td>
</tr>
</tbody>
</table>

APPLICATION:
Application forms and informational material will be distributed to counselors at each Otero County High School.

Students must submit a completed application for a scholarship to the high school principal or counselor by designated date.

Principals or counselors will screen applications, select the most qualified students and submit the applications to the Otero County Prison Facility no later than March 1, 2019.
ELIGIBILITY:

The following eligibility criteria will be used for initial screening of scholarship applications.

1. Student must be graduating from a public high school.
2. Student must rank in the top fifty percent (50%) of his/her high school graduating class as determined by an official ranking at the end of their senior year.
3. Student must be a United States Citizen.
4. Student must be a permanent resident of the United States.
5. Student must have maintained a "C" average.

SELECTION COMMITTEE:

The Warden and the Otero County Commissioners choose the scholarship recipients.

PRESENTATION OF SCHOLARSHIPS:

Scholarships will be awarded approximately two (2) weeks before each respective high school holds their commencement ceremony. Scholarship recipients will receive the following instructions in writing:

- Recipients must enroll in a higher learning institution and submit proof of enrollment to the Facility's Business Manager.
- Award payment will be paid directly to the higher learning institution with the Warden's approval.
- Recipients have one (1) year from the date of award to utilize the scholarship award. If the recipient does not utilize the award within the one (1) year, the award will remain in the facility's budgetary fund.

Otero County Prison Facility representatives will make scholarship presentations at respective high school commencement ceremonies.

REVIEW: This policy will be reviewed annually by the Warden.

APPLICABILITY: All Staff

ATTACHMENTS: 1

Approval: [Signature]

Date: 6/4/20
OTERO COUNTY PRISON FACILITY
SCHOLARSHIP APPLICATION
DEADLINE: MARCH 1, 2019

1. Name: First _______________ Last _______________ MI
2. Address: P.O. Box _______________ House Number _______________
   City: __________________________ State: __________________________ Zip: _______________
3. Telephone Number: (_____) _______________ - _______________
4. Date of Birth: (month/day/year) __________/__________/_________
5. Birth Place: (city and state) ______________________________________
6. Gender: Male: _______________ Female: _______________
7. Social Security Number: _______________________________________
8. Cumulative High School GPA: ___________ Rank in High School Class: ___________
9. Current High School: ______________________________________
   Current School District: ______________________________________
   School Address: ______________________________________
   City: __________________________ State: __________________________ Zip: _______________
   High School Telephone Number: (_____) _______________ - _______________
10. Expected Date of Graduation: __________________________
11. List your high school achievements and recognitions in or out of school:

   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
List all extra-curricular activities that you have been involved in. Please include any leadership positions you have held in these activities:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I hereby certify that all answers and statements contained in this application are true to the best of my knowledge. I also certify that this application, including any short answers is my own work.

Student Signature ___________________________________________ Date __________

Parent/Guardian Signature ______________________________________ Date __________