

**MARTIN LUTHER KING,
JR. MEMORIAL BAPTIST
CHURCH**

***SCHOLARSHIP PROGRAM
MANUAL***

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MLK SCHOLARSHIPS

PURPOSE

The purpose of the Martin Luther King, Jr. Memorial Baptist Church Scholarship Program is to provide members of our church family with financial assistance in paying for educational expenses beyond high school. MLK scholarships seek to encourage, promote, motivate, and provide incentive to those who wish to take advantage of post-secondary educational opportunities.

The Scholarship Program is administered by the Christian Education Board (CEB). The Board is tasked with the implementation of policies and procedures that effectively provide oversight and maintenance for the receipt and distribution of all scholarships funds. This includes determining on an annual basis and/or in special circumstances, amount, duration, and number of recipients for each reward.

Other, specific award criteria are set forth by each award's founding document or founding intent guidelines which are outlined in this manual. The CEB will communicate or make available each award's profile for potential applicants/recipients to review. Each applicant is responsible for making sure the information is reviewed prior to application submission.

This manual is designed as tool to provide a transparent view of policies, processes, and procedures used by the CEB to administer the MLK Scholarship Program. The program administers both one-time and renewable scholarships.

The MLK Scholarships

Brief Profiles

Walter Smith:

First scholarship established in 1998 in honor and memory of our first Deacon, Walter Smith, a man who loved to help students stay in school to reach their personal and educational best.

Rev. Dr. Leon C. and Rubye Jones Academic Excellence Scholarship:

This scholarship was established in honor of the beloved pastor and his wife of MLK Church for 21 years. The essential focus of this scholarship is to encourage and recognize students, especially seniors, achieving and maintaining academic excellence throughout school. GPA requirement is 3.20.

Makeia Murphy Scholarship:

A single parent scholarship established in honor and memory of Makeia Murphy to encourage students, males and females, to continue pursuing their educational and career goals after high school.

Patterson/George Scholarship:

The Patterson and George Scholarship was established in 2015. The purpose of this scholarship is to offer scholarships to students attending Technical schools, 2 and 4 year colleges or universities after high school completion. GPA requirement is 2.5 for this scholarship. Recipient(s) must maintain good academic standing.

Founding documentation for each scholarship is provided in the Scholarship Manual as available.

Founding Documents

Martin Luther King, Jr Memorial Baptist Church Patterson/George Scholarship

Sponsored by the Patterson and George Families

The Patterson and George families believe we all have a God-given duty to help support the children in our community, in our church family, achieve their hopes and dreams of attaining a higher education. We seek to help families educate their children, not to gain knowledge for knowledge's sake, but through God's grace and provision, to develop wisdom, understanding, and knowledge that help them as they serve God and their fellow man. According to Proverbs 18:15, "The heart of the discerning acquires knowledge; the ears of the wise seek it out" (NIV).

Our passion and commitment is to see that our children have every opportunity to succeed. God has put it on our hearts and the hearts of our family members to contribute to that effort, and we thank Him. To that end, the Patterson and George families prayerfully and humbly submit to God's will and ask that the MLK, Jr church family join us in presenting this scholarship to deserving students.

This scholarship recognizes and awards a graduating high school senior who plans to attend an accredited community or four year college or university or an accredited vocational program. This scholarship is distributed over a two or four year period, depending on the student's acceptance into an accredited two-year or four-year college or university or program. The scholarship recipient:

1. Must be a member of Martin Luther King, Jr. Memorial Baptist Church.
2. Present all required materials – the application packet – including the scholarship application, official sealed high school transcript and at least 2 letters of recommendation, one from a current member in good standing of MLK, a copy of the letter of acceptance to an institution of higher learning, to the Scholarship committee by the deadline.
 - a. The packet should include a resume outlining community service and other volunteer activities.
 - b. A 500 word essay on "How My Career Goals Can Impact My Community" and brief paragraph on why the recipient wants this scholarship.
3. Must have at 2.5 GPA or higher.
4. Must remain a student in good standing in order to receive ongoing funds.
5. Scholarship funds will be divided evenly and disbursed directly to the college, university, or program for each semester of official attendance up to a 2 year or 4 year maximum, depending on type of program (less if program length is less).

By committing to the giving and receiving of this scholarship, all parties agree that we are trusting God for all outcomes, with faith as in Hebrews 11:1, "Now faith is the substance of things hoped for, the evidence of things not seen" (KJV).

Founding Document

Martin Luther King, Jr Memorial Baptist Church Funso Aderinola Osifeso (FAO) Memorial Scholarship Fund/K-12 Student Assistance Fund

Sponsored by Theophilus Osifeso

This scholarship is sponsored by Theophilus Osifeso in memory of his mother, Funso Aderinola Osifeso, who was a teacher and educator.

The commitment of any scholarship fund under the Martin Luther King, Jr. Memorial Baptist Church umbrella is to see that our children and church family have every opportunity to succeed. We are thankful to God that Mr. Osifeso has established this fund.

Mr. Osifeso has established the fund with an immediate donation of \$500.00 and will follow-up with another \$500.00 donation in June 2018. Thereafter, his intent is replenish the fund at least twice a year.

This fund is created to meet a demonstrated educational need for any K-12 student in the MLK Church family. A recipient must be a member of Martin Luther King, Jr. Memorial Baptist Church or regularly attend church with a parent or guardian who is a member.

1. A demonstrated need must be presented to a Christian Education Board member who will bring that need before the Christian Education Board.
2. An application form on which the need can be outlined, and then verified by the Board, will be given to the requestor.
3. The form must be returned to a Board member, and brought before the Board for prompt consideration. The CEB usually meets on a monthly basis.
4. Funds from this scholarship are intended to be disbursed on an as-needed basis.
5. Scholarship/assistance are disbursed directly to a service provider rather than to the requestor.

Any amounts from this fund are disbursed on a one-time basis, as each request is reviewed and evaluated as it is received.

BASIC AWARD CRITERIA

Eligibility Requirements

- Applicants must be active members of the Martin Luther King, Jr. Baptist Church family.
- Participation in church functions and programs is also a requirement, such as Youth Choir, etc.
- High School graduate, or graduating senior
- Attending technical school, college or university
- Verified maintenance of required grade point averages
- Applications completed and submitted by deadlines
- In certain rare instances, special circumstances may be considered by the Board

BASIC APPLICATION PROCESS (See listed criteria for each scholarship)

Submit MLK Scholarship Application Form – Specify which scholarship you’re applying for

Submit as required:

Letters of Reference

Essay

Letter of acceptance from educational institution (is required to be submitted as soon as possible)

High school/college transcripts

Scholarships – Procedures and Policies for the Christian Education Board

Scholarships are awarded by the selection and awards processes of the CEB. As stated earlier, the CEB determines on an annual basis and in special circumstances, the amount, duration, and number of recipients for each reward.

The Scholarship Committee

The CEB will appoint at least 3-4 of its members to a Scholarship Committee that is charged with promotion and communication to the entire Board and the church at large about the onset of the annual awards process.

- Communications will include disseminating information about scholarship criteria, the application process, and deadlines.
- Communication avenues may include providing information to the church family through The Vine, informing the Youth Minister and Youth Coordinator, and other methods of announcement.

The Scholarship Committee is responsible for reporting to, making recommendations to, and getting needed approval from the Board for any procedures and processes undertaken.

The Scholarship Committee is also responsible for the initial collection, review for completeness, and processing of application submissions.

The Scholarship Committee will present the applications to the Board at a regular or special meeting, where applications will be reviewed by the entire Board and selections of recipients made.

The Scholarship Committee will be responsible for notifying recipients of awards, for verifying or monitoring academic status of good standing (by receipt of certified copy of school transcript from educational institution that recipient attends) as appropriate for disbursement of funds.

The Scholarship Committee will notify and work with the Trustee Board to make sure scholarship funds are disbursed at necessary intervals to the appropriate institutions. Funds are disbursed directly to the educational institution and not the student.

The Scholarship Committee is also responsible for collecting and reporting scholarship related financial data for Board review and approval at monthly meetings.

Special circumstance requests for funds will be brought to the attention of the entire CEB for review and disposition.

Board Responsibilities

The Scholarship Committee reports to the CEB and works closely with the entire Board to ensure all processes and procedures are reviewed and updated as needed.

The CEB as a whole will work with the Scholarship Committee to develop a timeline for the necessary processes and events involved with the receipt and disbursement of funds and promotion of the Scholarship Program.

The Board is responsible for making decisions about funds received and disbursed.

The Board is responsible for selecting all recipients of scholarships funds.

The Board will determine the number of recipients and the amount awarded for each scholarship.

Applicant Responsibilities

All applicants are responsible for making sure their applications are complete, including acceptance letters, transcripts, etc., that all criteria and requirements are met, and submissions are received before the deadline.

All award recipients are responsible for making sure their educational institutions submit any needed transcripts and verifications of good academic standing directly to the Scholarship Committee.

SAMPLE SCHOLARSHIP ACTIVITIES TIMELINE

CEB SCHOLARSHIP ACTIVITY TIMELINE			
Activity/Event	Begin Date	End Date/Deadline	When Completed
Process Updates, changes			
Advertising, Communications to Church about application process, dates submissions due, etc.			
Fund raisers			
Application Period			
Award Announcements			

GENERAL APPLICATION FORM

Name _____ Date _____

Parent _____ Date of Birth _____

Address _____ Phone _____

City/Zip _____

Number of years you or your family has been affiliated with MLK Church _____

High School Cumulative Grade Point Average (GPA) _____

(See specific scholarship profile for required GPA criteria)

High School Completion Date _____

Official sealed high school transcript attached? _____

Counselor's Name _____

List at least 3 extracurricular activities that have allowed you to exhibit your leadership skills (Should include church, school, and community activities. You can attach an additional page if more space is needed.)

Are you a continuing college, university, or vocational school student? Please make sure the information below includes current status (sophomore, junior, or senior, etc.) and supply any additional information you'd like to add on the second page of this form.

Do you work? If yes, where? _____

Name of post-secondary institution where you have been accepted:

_____ Current Status _____

Date of acceptance _____ (Attendance to commence by fall of year of acceptance)

What is your intended major/minor? _____

What other sources do you have for financing your education? _____

Applicant's Printed Name Applicant's Signature Date

Parent Signature

Date

(Note: Please include 2 letters of recommendation and proof of acceptance from an accredited institution. See the brief profile of the scholarship for other required items, such as an essay, that need to be attached to this application. All application materials must be submitted by the deadline.)

FAO APPLICATION FORM

***Martin Luther King, Jr Memorial Baptist Church Funso Aderinola Osifeso (FAO) Memorial
Scholarship Fund/K-12 Student Assistance Fund***

Application Form

Name _____ **Date** _____
Parent _____ **Date of Birth** _____
Address _____ **Phone** _____
City/Zip _____
Number of years you or your family has been affiliated with MLK Church _____
School: _____ **Year** _____ **Grade** _____

This fund seeks to assist with an educational need for a K-12 student. Please outline your need below. Include all pertinent information, be specific: need, date, timeframe needed by, etc.:

Applicant's Printed Name

Applicant's Signature

Date

Parent Signature

Date

(Note: Please include 2 letters of recommendation and proof of acceptance from an accredited institution. See the brief profile of the scholarship for other required items, such as an essay, that need to be attached to this application. All application materials must be submitted by the deadline.)

Additional Notes Here