

**RULES GOVERNING THE ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR**

A. SCHOLARSHIP

The scholarship will be awarded to one individual who meets the following criteria:

- A. Is between the ages of 17 and 25 inclusive.
- B. Is a member in good standing of an Eastern Star Chapter that is under the jurisdiction of the Grand Chapter of Delaware, Order of the Eastern Star or a family member of same, or if deceased were in good standing at the time of their death. For this purpose, family member will be defined as: daughter, legally adopted daughter, stepdaughter, granddaughter, great granddaughter, niece, son, legally adopted son, stepson, grandson, great grandson or nephew.

And is selected and approved for the scholarship. There will be one award given annually in the amount of \$1,000.00.

B. APPLICATIONS

A. Qualifications

- 1) The Eastern Star member shall request an application for themselves or a family member from the Grand Secretary of the Grand Chapter of Delaware, Order of the Eastern Star.
- 2) All forms: RJS Form No. 1, RJS Form No. 2, RJS Form No. 3, RJS Form No. 4 Part 1, Form RJS No. 4 Part 2, Form RJS No. 4 Part 3, The Certification of Grades, Letter from the Applicant, Letter from the Applicant's parents or legal guardians, letters of recommendation from the educational institutions and other supporting data shall be postmarked no later than June 30th and received by the **Robert & Jean Shustack Scholarship Fund** Committee Chairperson, no later than June 30th. Students in college must submit both high school grades and college Certification of Grade Forms with all the grades to be included in calculating grade point average. The only exception being: (a) College students who have completed the first half of their senior year (b) Students in Graduate School. In these two (2) instances, only college grades shall be evaluated.
- 3) Unless all data required in number 2 above is received by June 30th, the applicant will be ineligible for the scholarship. It is the applicant's responsibility to see that all materials are mailed by the various parties responsible for completing the forms and letters for their application.
- 4) Evaluation of all applications shall be completed by August 15th and the recipient notified by U.S. Mail with official announcement to be made via the next quarterly Grand Chapter newsletter. A report shall be made at the next annual session of the Grand Chapter of Delaware with copy in triplicate to the Grand Chapter Secretary.
- 5) Factors to be evaluated and judged by the **Robert & Jean Shustack Scholarship Fund** Committee shall be:
 - a. Scholastic Standing
 - b. Service Activities
 - c. Student's financial self-help
 - d. Financial need

- e. School (faculty) recommendation
- f. Non-Scholastic Achievements

C. EVALUATION

- A. All the information listed in B -A-2 above must be in the Committee Chairperson's possession on or before June 30th, in order to be considered an applicant for scholarship.
- B. The committee chairperson shall use whatever means he/she chooses to convey the application material to other committee members. A timeline must be established by the Committee Chairperson to meet the deadline of August 15,
- C. The Committee Chairperson shall transfer the number of letter grades and (+ or -) from the Certification of Grades form to Column 3 of the Worksheet to determine Grade Point Average or accept the GPA from the Certificate of Grades.

Column 4, total points, shall be divided by column 3, the total number of grades. The result provides the Grade Point Average.

Find the Grade Point Average in the right hand column of the page and the points listed shall be the number of points awarded for scholastic standing in the first column.

Transfer, the Grade Point Average to the Scholarship Evaluation Form.

The Committee Chairperson should forward the application material to the other committee members with the Scholarship Evaluation Form. Each member (Chairperson included) shall provide subjective judgments and assign points for each category based upon the application material. After the points are assigned, the numbers in each category should be totaled for each applicant and that becomes the applicant's score. That score should be inserted in the line labeled **TOTAL SCORE** of the Scholarship Evaluation Form.

The committee members should return the Scholarship Evaluation Form to the Committee Chairperson pursuant to the timeline established. The committee members shall not keep any materials pertaining to the selection in their own possession.

The Committee Chairperson shall re-tabulate scores for each applicant and check for errors.

The Committee Chairperson shall total the applicant's scores assigned by the committee members and rank the applicants from high to low score based upon the total scores.

D. AWARDING OF SCHOLARSHIPS

Scholarships will be awarded to the applicants based upon their ranking from high to low. In the event of a tie in total score, the tie-breaker shall be the highest ranking in scholastic standing. Should there still be a tie, proceed down the list in B-A-5, with the individual having the highest scores; first in "b", then "c", then "d", then "e", then "f" or "g", being assigned the higher placement.

E. RENEWAL

- A. The same procedure for original application shall be followed for scholarship renewal.

B. The maximum number of renewals possible shall be four (4)

F. NOTIFICATION

- A. The applicant to be awarded the scholarship is to be notified in writing via U.S. Mail.
- B. In the event the applicant does not accept the scholarship, the next highest ranking applicant shall be contacted for the award. This procedure shall continue from high to low until the scholarship has been accepted,
- C. A letter shall be mailed to all applicants who are evaluated, but are not the recipient.
- D. Each recipient shall provide verification of his/her enrollment to the Committee Chairperson.

G. PUBLICITY

An announcement of the availability of the **Robert & Jean Shustack Scholarship Fund** scholarship program shall be mailed or presented to the Secretary of each Eastern Star Chapter under the jurisdiction of the Grand Chapter of Delaware, Order of the Eastern Star.

An announcement shall be placed in a mailing of the Grand Chapter of Delaware newsletter.

H. DISPOSAL OF SCHOLARSHIP MATERIALS

The Chairperson of the **Robert & Jean Shustack Scholarship Fund** committee should keep all the applications, correspondence (except late application requests) and supporting data until the next selection process is completed (one year). After the next selection process is completed, all scholarship materials from the previous year should be destroyed.

I. FORMS

All forms shall be adjusted to reflect the changes made by the Committee Chairperson and committee members.

Updated: May, 2012