

TEXAS 4-H FOUNDATION OPPORTUNITY SCHOLAR HANDBOOK

Scholars:

Congratulations for receiving a Texas 4-H Foundation Opportunity Scholarship. We are proud of your success, and we wish you the best as you enter and continue your collegiate career. This all would not have been possible without the support of our donors who have committed their financial resources to help build the mission and values of our Texas 4-H Programs. Take a moment to thank your donors. Their contribution allows you to become the leaders of tomorrow.

As a recipient of a Texas 4-H Foundation Opportunity Scholarship you must meet certain requirements to keep your scholarship in good standing. This handbook is designed to help you understand your responsibilities as a scholar recipient. The information provided will answer many of the questions you may have about your scholarship.

If you have any questions about your scholarship, please call the Texas 4-H Foundation office at 979-845-1213.

Sincerely,

The Texas 4-H Foundation Staff

CONTACT INFORMATION



TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION

Office Hours:

Monday through Friday 8 AM - 5 PM

Mailing Address:

P.O. Box 11020
College Station, TX 77842

Physical Address:

1470 William D. Fitch Pkwy, Ste 118
College Station, TX 77845

Phone: 979-845-1213

Fax: 979-888-9585

Email: 4hscholarships@ag.tamu.edu

Website: www.texas4hfoundation.org

TIPS FOR SUCCESS

- **Read your handbook.**

Many of the questions we receive are clearly outlined in the handbook. If you should lose your handbook, it is also located on our website under Scholarship Resources.

- **Contact the Foundation if needed.**

The Texas 4-H Foundation staff is here to help you. We are available to answer questions and provide clarification.

- **Make sure you know and meet the deadlines to report.**

The due dates are clearly stated in this handbook. Vacations are not valid excuses for late reporting, so please take care of your scholarship before you depart. If your information is not received by the deadline, you will be penalized.

- **Be patient.**

Please understand that we have hundreds of packets of scholar information to go through and will mail checks as soon as we process all scholar paperwork.

- **Remember that this is your responsibility.**

We prefer that all questions and concerns regarding your 4-H Scholarship come directly from you, the scholar.

- **If you graduate early, you can still use your money.**

If you graduate early, you are eligible to use the remainder on graduate school, med school, law school, vet school, etc. You must contact the Foundation to let us know that is what you plan to do. If you graduate early and do not go to graduate school, you may request a double payment up to two semesters before you graduate. Wallrath scholars may request a double payment on their final semester only.

- **Keep your profile updated with current information.**

It is your responsibility to update your profile information if you have a new email address or phone number.

FAQS

·If I do not meet the hour or GPA requirements, will I lose my scholarship?

No, you will not lose your scholarship. You will be placed on probation for the upcoming semester and will not receive funds. Your funds will be added to the end of your scholarship pay schedule. Wallrath scholars who do not meet the requirement will forfeit their funds for that semester.

·I'm graduating early, can I request a double payment?

Yes, you may request a double payment. Foundation scholars can request a double payment on the last two semester and Wallrath scholars can request it on the last semester only and extend payments into graduate school if needed. You must request this in your semester funds request.

·I missed the reporting deadline. What do I do now?

If you missed the deadline, you will be placed on probation for that semester and may resume your scholarship the following semester. Your funds will be added to the end of your scholarship pay schedule. Wallrath scholars who do not meet the requirement will forfeit their funds for that semester.

·I am graduating early; can I use my remaining funds for graduate school?

Yes, you can! You will just need to continue to report and update your college information.

·I don't have my schedule complete and the deadline to report is approaching. What do I do?

Go ahead and report and submit what you have. In the notes section, state that you are still working to complete your schedule and submit it as soon as you have it.

·I have decided to take time off from school/joined the military. Will I lose my scholarship?

You are allowed to hold your scholarship for up to 1 year. After that, yes, you would forfeit your scholarship.

·I have reported on time, but I have not seen my funds in my school account. What do I do?

We have found that some schools code the scholarships in a way that you may not realize it is your scholarship. Contact your financial aid office to look at your account together as often times it is there. If you are approaching the deadline for payment at your school and you have not received your funds, please reach out to our office.

·I have decided to attend a college/university outside of Texas, will I lose my scholarship?

Yes, if you decide to transfer to a college/university outside of Texas, you will forfeit your scholarship.

·I am transferring to another college/university in Texas. What do I need to do?

You will just need to update your college information when you report for the next semester.

GUIDELINES

In order to accept and maintain a Texas 4-H Scholarship, each scholar is required to provide documentation and information to the Texas 4-H Youth Development Foundation (hereinafter referred to as “Foundation”) and their donor at the conclusion of the fall and spring semesters. Please read this section with the utmost care and attention to ensure that the status of your scholarship will not be jeopardized.

1 GENERAL POLICIES

1.1 ENROLLMENT REQUIREMENTS

For the duration of the scholarship, the scholar must enroll in and pass a minimum of 12 credit hours each fall and spring semester at an accredited Texas college or university. Failure to maintain the minimum hours will result in probation.

1.2 ACADEMIC REQUIREMENTS

Scholars must maintain a minimum grade point average (GPA) of 2.0 on a 4.0 scale each semester. Scholars cannot substitute grades from previous semesters with the new grades for the same course. Failure to maintain the minimum GPA will result in probation.

1.3 SCHOLARSHIP RESTRICTIONS

All 4-H Scholarships can be organized into 4 main categories. Below are these categories which have specific restrictions for the scholars:

- Baccalaureate: Scholars must maintain a major that will lead to the attainment of a bachelor’s degree at an accredited Texas college or university throughout the duration of the scholarship.
- Technical: Scholars must maintain a field of study that will lead to the attainment of a technical degree or a certification at an accredited Texas college or university throughout the duration of the scholarship. Scholarships can be used for the attainment of an associate degree.
- Courageous Heart: Scholars must maintain a major that will lead to the attainment of a bachelor’s degree, associate degree, or a technical certification at an accredited Texas college or university throughout the duration of the scholarship.
- Collegiate: Scholars must maintain a major that will lead to the attainment of a bachelor’s degree at an accredited Texas college or university throughout the duration of the scholarship. Funds can also transfer over to graduate school.

GUIDELINES

1.4 COMMUNITY OR JUNIOR COLLEGE REQUIREMENTS

Enrollment in a community or junior college is permissible for scholars awarded a 4-year scholarship. Scholars must enroll in courses consistent with the pursuit of a 4-year degree. Enrollment is limited to 4 semesters after which the scholar must transfer to a 4-year institution.

Depending on the scholarship awarded, there may be additional restrictions for scholars regarding university/college and/or degree choice. Please see Appendix A to determine if your scholarship has additional restrictions. Failure to comply with university/college and/or degree restrictions will result in forfeiture of scholarship. Any changes in university/college and/or degree must be reported to the Foundation via the scholarship portal by the appropriate reporting deadline.

2 REPORTING POLICIES

2.1 SCHOLARSHIP PORTAL

Each scholar is required to maintain a current profile on the Texas 4-H Foundation Scholarship Portal. DO NOT setup multiple profiles. The same profile will be used to manage your scholarship(s). This online portal will also be where scholars will upload all necessary reporting documents (copies of transcripts, donor correspondence, schedules, etc.) ALL DOCUMENTS MUST BE IN PDF FORMAT. Any items uploaded in non-pdf format will be rejected. Failure to provide this documentation or maintain your profile by the stated deadlines may result in payment penalties, probation, and/or forfeiture of the scholarship. You can always find the link and access the scholarship portal by going to the Texas 4-H Foundation Scholarship page. It is important to save the page link and your login information as you will use this portal each semester.

2.2 CONTACT WITH DONORS

Scholars are required to correspond with donor(s) through a Progress Letter at least 2 times per year. A copy of this correspondence must also be provided to the Foundation via the scholarship portal. A list of donors, along with their mailing addresses, can be found at the end of this handbook. Failure to meet this requirement may result in payment penalties, probation, and/or forfeiture of the scholarship. Upon receipt of final payment, the scholar is asked to send a final thank you letter to their donor.

A scholar should **NOT** contact their donor concerning issues regarding scholarship payments or distributions. The Foundation is the scholar's **ONLY** point of contact for ALL questions and concerns regarding payments.

GUIDELINES

2.2 CONTACT WITH DONORS CONT.

Progress Letters should include the following information:

- Year the scholarship was awarded
- School the scholar is attending
- Scholar's classification
- Highlights and/or challenges of the most recent school semester
- Personal highlights or successes
- Any career goals or plans (for junior and senior college students)

2.3 TRANSCRIPTS

Scholars must provide the Foundation with a copy of their grades each semester.

- Fall and Spring Semesters: Grades must be uploaded into the scholarship portal in the form of an "unofficial transcript." It is acceptable for the transcript to be downloaded from the institution's online grade system. The transcript must include the scholar's name and/or UIN.

The Foundation reserves the right to request (and receive) an official transcript at any time. The Foundation staff is aware that on occasion final semester grades are not ready by our deadlines. When grades are not available by the deadline, the scholar needs to upload what he or she has (progress letter, schedule, etc.) and include a note that states grades have not been posted. In the event that this occurs, it is your responsibility to get the updated grade report to the Scholarship Coordinator to approve your funds for that semester. Failure to report or meet this requirement by the specified deadline may result in payment penalties, probation, and/or forfeiture of the scholarship.

2.4 CLASS SCHEDULE

A class schedule, showing registration for at least 12 credit hours must be uploaded into the scholarship portal. The schedule must be from a university/college and contain the scholar's name and UIN. Please note that a graphic schedule or "week at a glance" version WILL NOT BE ACCEPTED. The Foundation must be able to verify the number or credit hours you are enrolled in. Failure to meet this requirement by the specified deadlines may result in payment penalties, probation, and/or forfeiture of the scholarship.

GUIDELINES

3 NON-COMPLIANCE POLICIES

3.1 DISCIPLINARY ACTION

If a scholar fails to comply with any Foundation requirements, the Foundation will take disciplinary action. Disciplinary action can include delay of payment, reduced payment, probation, suspension of scholarship funding, and/or forfeiture of the scholarship. If all required paperwork is not uploaded, payment penalties will be enforced.

-Notification of Disciplinary Action – Scholars subject to disciplinary action will be notified by email with instructions on how to reinstate the scholarship funds.

-Appeal Process – Scholars may appeal disciplinary action by submitting a letter to the Foundation Scholarship Committee requesting a review of probationary status.

Appeals should be submitted to the Foundation via email by the appeal date stated in the notification of disciplinary action. An appeal should be a formal letter written to the Scholarship Committee explaining the situation and any other relevant information that a scholar believes should be considered. You may also submit documentation to support your appeal such as a note from a physician to support an appeal for medical reasons or from your advisor to support academic reasons. Please note that appeals are only granted for extenuating circumstances.

3.2 PROBATION

A scholar will be placed on probation if he/she does not maintain the required semester grade point average, does not maintain a minimum of 12 semester hours, and/or fails to report to the Foundation by the deadline. If placed on probation, scholars will NOT receive scholarship payments. Once the scholar is back in compliance (GPA meets the minimum criteria and scholar is enrolled in minimum of 12 hours) the missed payment can be awarded. The payment will be added to the end of the scholarship period (Foundation Scholars ONLY). In the event that the scholar will graduate before the added payment can be utilized, they will be allowed to request double payment for their final semester.

The number of probationary periods allotted is dependent on the associated disbursement schedule. For scholarships that are paid out in 4 payments or less, only ONE probationary period will be allowed. If the scholar is placed on probation for a second time, the scholarship will automatically be forfeited (see section 3.4). For scholarships that are paid out in 6 or more payments, TWO probationary periods will be allowed. If the scholar is placed on probation for a third time, the scholarship will automatically be forfeited (see section 3.4).

GUIDELINES

The Foundation does not acknowledge Q-drops or Freshman Grade Exclusions. Not all colleges and universities allow such grade exclusions. The Foundation will recalculate the GPA/GPR to include excluded grades. Q-dropping and grade exclusions can cause the scholar to drop below the required 12 credit hours, resulting in probation.

3.3 LATE REPORTING

Scholars are required to be punctual with the submission of all required information. It is the responsibility of the scholar to upload all information to the scholarship portal, or to contact the Foundation prior to the deadline. For those who do not meet the reporting deadlines, a penalty to the next semester's payment will be applied.

The penalty schedule is as follows:

- 1st offense - \$100 deducted from scholarship payment
- 2nd offense - \$200 deducted from scholarship payment
- 3rd offense – Scholarship will be forfeited

3.4 FORFEITURE OF SCHOLARSHIP

Scholars who fail to comply with any scholarship policy or restrictions will be subject to forfeiture of the scholarship. The Foundation reserves all rights under this policy, and all criminal remedies, for any serious ethical violations, including the falsification of educational or eligibility information. All disciplinary decisions will follow the guidelines (see section 3.1).

3.5 HOLD STATUS

A hold may be granted upon scholar's request. Such actions are decided on a case-by-case basis by the Foundation. Any request must be submitted via scholarship portal by the appropriate semester deadline. Scholarship funds will not be held for more than one year (two semesters).

4 SCHOLARSHIP DISBURSEMENTS

4.1 DISBURSEMENT OF FUNDS

Scholarship funds are sent directly to the Financial Aid Office of the college/university and will not be disbursed directly to scholars for any reason. It is the sole responsibility of the scholar to inform the Foundation of the any changes in the college/university attendance. If the scholarship funds are returned by the institution (for non-enrollment, etc.), the scholar will be placed on hold and future scholarship funds will not be disbursed until the scholar gains the approval of the Foundation. Upon receipt of final payment, the scholar is to send transcript to the Foundation and a final thank you letter to their donor.

GUIDELINES

4.2 DUAL-ENROLLMENT

Scholars who intend to enroll at more than one institution for a semester (“dual-enrollment”) must notify the Foundation via the additional information section at the bottom of the report in the scholarship portal. However, the scholarship funds will only be sent to one institution each semester. If you prefer funds to go to one school over the other, please specify in this section as well.

4.3 DISBURSEMENT TIME PERIOD

Payments will be mailed to each scholar’s college/university with instructions that they be applied to the scholar’s account. The Foundation disburses scholarship funds to the college/university and does NOT control posting or disbursement of scholarship funds by the institution to the scholar’s account.

4.4 SPECIAL CIRCUMSTANCES

The Foundation understands that there will be special circumstances during the scholar’s coursework and strives to accommodate the scholar when possible. Below are some of the special circumstances and policies regarding these scenarios. Any request must be submitted via scholarship portal by the appropriate reporting deadline. If the scholar encounters something they feel falls outside the policies provided in this handbook they are encouraged to contact the Foundation for guidance.

- Summer & Interim (Mini-mester) Semesters: Scholarship funds will NOT be provided for such semester sessions.
- Post-Baccalaureate: Scholars who complete their undergraduate course of study and have scholarship funds remaining may be eligible to use these funds for post-Baccalaureate studies, graduate school, or a professional degree program (medical school, law school, veterinary medicine, etc.), provided that the scholar is still eligible, and the institution is accredited and within the state of Texas. Scholars have one calendar year from the time of completion of their undergraduate course of study and/or enrollment in another program to utilize any remaining scholarship funds. These requests are reviewed on a case-by-case basis and must be approved by the donor. If not utilized, the remaining funds will be forfeited.
- Exemption from Hour Requirements - The Foundation requires that scholars provide notice to the Foundation if they are graduating seniors, participating in a university approved internship or co-op program, or completing student teaching. These circumstances allow scholars exemption from the 12-semester hour minimum enrollment requirement. Documentation, such as a letter or email from an advisor, must be provided via your scholarship portal by the appropriate deadline.

GUIDELINES

4.5 UNUSED PAYMENTS/EARLY GRADUATION

If a scholar is graduating early or has an extra payment at the end of their coursework due to a probation, the scholar will be allowed to request an additional payment each semester up to one year prior to graduation (for a total of two early payments, one each semester). Documentation, such as a letter or email from an advisor, must be provided to receive double payment. Requests for double payments must be made in writing to the Foundation via your scholarship portal upload by the appropriate reporting deadline. Wallrath scholars may request a double payment on their final semester only. Funds can be used for graduate school.

GUIDELINES

REPORTING SCHEDULE

A reminder will be sent out at the end of each semester remind scholars that reporting is open and needs to be completed.

Deadline dates are the same for each year.

Fall Reporting Deadline: January 5th

Spring Reporting Deadline: June 15th

New Scholar Reporting Deadline: August 5th

If you do not report by the deadline, you will be placed on probation for that semester.

You will need the following items each time your report:

- School Information
- Schedule for the upcoming semester
- Unofficial Transcript showing your final grades for the current semester
- Copy of donor progress letter
- Any special request back up documents – i.e., letter from advisor, etc.

DONOR ADDRESSES

Ag Workers Insurance/TCAA

Mr. Marcus Hill
PO Box 88
Fort Worth, TX 76101

Annette Couch Memorial

Dr. Martha Couch
4728 Stonebriar Circle
College Station, TX 77845

Bill Piehl Memorial

Ms. Helen Piehl
3505 S. Georgia St.
Amarillo, TX 79109

Bob Benson Memorial

Ms. Sheila Harris
PO Box 38
Overton, TX 75684

Caldwell County Education Fund

Ms. Elsie Lacy
1403 Blackjack St, Ste B
Lockhart, TX 78644

David Earl Peebles Memorial

Patricia Muir
PO Box 725
Cuero, TX 77954

Davidson Family Foundation

Mr. David White
PO Box 11020
College Station, TX 77842

Dickson-Allen Foundation

Mr. Jessie Allen
PO Box 106
Hallettsville, TX 77964

Doyle Warren Memorial

Ms. Judith Warren
5326 Montego Cove Dr.
Willis, TX 77318

Elinor Harvey Memorial

Dr. Martha Couch
4728 Stonebriar Circle
College Station, TX 77845

Farm Credit Associations of Texas

Ms. Kelley Eickholt
PO Box 202590
Austin, TX 78720

Floyd Lynch Memorial

Ms. Molly Glotfelty
4016 Essex
Houston, TX 77027

Fort Worth Stock Show & Rodeo

Mr. Brad Barnes
PO Box 150
Fort Worth, TX 76101

Fort Worth Stock Show Syndicate

Mr. Doug Cassidy
PO Box 17005
Fort Worth, TX 76102

Garland & Mildred Powers Memorial

Dr. Chris Skaggs
2402 TAMU
College Station, TX 77842

Gov. Bill & Vara Faye Daniels

Mr. David White
PO Box 11020
College Station, TX 77842

Heart O' Texas Fair & Rodeo

Mr. Wes Allison
4601 Bosque Blvd
Waco, TX 76710

Hiram McGee Memorial

Dr. Bonnie McGee
1201 Carmel Court
College Station, TX 77845

Jason Spence Memorial

Dr. Misty Skaggs
PO Box 3668
Bryan, TX 77805

John & Sheila Howard Memorial

Mr. David White
PO Box 11020
College Station, TX 77842

Johnie Schulte Memorial

Ms. Karen Rosales
PO Box 649
Hockley, TX 77447

KHC Family Foundation

Mr. David White
PO Box 11020
College Station, TX 77842

Marcus & Adriana Hill

Mr. Marcus & Adriana Hill
1109 Melissa Dr.
Roanoke, TX 76262

McLean Estate

Mr. Larry McNair
4734 Tuscan Way
Corpus Christi, TX 78410

Producers' Cooperative Association

Mr. James Deatherage
PO Box 1112
Bryan, TX 77806

Stanley & Geneva Schaeffer

Mr. Stanley Schaeffer
8417 English Bay Pkwy
Amarillo, TX 79119

Steve Jones Memorial

Ms. Patti Jones
6204 NCR 2000
Lubbock, TX 79415

Stiles Farm Foundation

Mr. Ryan Collett
5700 FM 1063
Thrall, TX 76578

Texas 4-H Foundation

Mr. David White
PO Box 11020
College Station, TX 77842

Texas 4-H Foundation Development District 3

Ms. Dinah Covert
PO Box 11020
College Station, TX 77842

DONOR ADDRESSES

Texas 4-H Foundation Clover Club

PO Box 11020
College Station, TX 77842

Texas Association Of Extension 4-H Agents

PO Box 11020
College Station, TX 77842

Texas Brush Country - SCI

Ms. Melanie Harrington
3636 S. Alameda Street, Ste B117
Corpus Christi, TX 78411

Texas Farm Bureau

Ms. McKenna Bush
7420 Fish Pond Rd
Waco, TX 76710

Texas Grain & Feed Association

Ms. Tara Artho
1701 River Run, Ste 802
Fort Worth, TX 76107

Texas Thoroughbred Education Fund

Ms. Mary Ruyle
192 Cimarron Park Loop, Ste A
Buda, TX 78610

Richard Wallrath Educational Foundation

Mr. & Mrs. Wallrath
PO BOX 1249
Centerville, TX 75833-1249

Will Looney Memorial

Ms. Carol Lynn & Mr. Cullen Looney
PO Box 118
Edinburg, TX 78540

William "Tom" Sistrunk Memorial

Gayle Hartfelder
454 Flax Hill Road
Norwalk, CT 06854

William B. Haley Memorial

Mr. Johnny Weisman
8623 FM 1102
New Braunfels, TX 78132

Wyndham Hotels & Resorts

Mr. Jake Paine
4301 Paula Ridge Court
Fort Worth, TX 76137

SCHOLARSHIP DISBURSMENT SCHEDULE

SCHOLARSHIP AMOUNT	NUMBER OF PAYMENTS	PAYMENT AMOUNT
\$10,000	8	\$1,250/semester
\$5,000	4	\$1,250/semester
\$4,500	4	\$1,150/semester
\$4,000	4	\$1,000/semester
\$3,000	4	\$750/semester