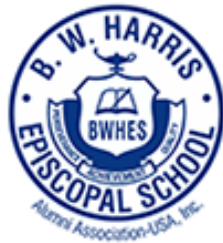


THE REV. EDWARD G. W. KING SCHOLARSHIP PROGRAM



**B. W. HARRIS EPISCOPAL HIGH SCHOOL
ALUMNI ASSOCIATION - USA**

**THE REV. EDWARD G.W. KING
SCHOLARSHIP PROGRAM**

TABLE OF CONTENTS

- Overview of the Scholarship Program.....2
- Program Goals.....3
- Important Program Information.....3
- Eligibility Requirements.....4
- Application Process.....5
- Application.....6
- Student Agreement Form.....7
- Application Checklist.....8
- Student Incentives.....9
- Teachers Incentives.....9
- Scholarship Announcement.....10
- Adopt a Student Program.....11
- Selection Rubric.....13
- Guidelines for the Scholarship Committee in Liberia.....17
- Guidelines for the Scholarship Committee in the USA.....18
- Disbursement procedure for scholarship and Other Incentives payments.....19
- Basic IRS Rules for 501 C (3) Organizations.....20
- Conflict of Interest Policy Statement.....21
- Memorandum of Understanding.....22
- Acknowledgements.....24

Addendum

- Award Letter.....25
- Denial Letter.....26
- Warning Letter.....27

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

PROGRAM OVERVIEW

The B W Harris Alumni Association-USA (BWHAA) has been generous in giving back to her Alma Mater in Liberia through various initiatives. Prominent amongst them is the awarding of scholarships and stipends to deserving students every year. Since the inception of the association in the United States of America in 1992, the association has undertaken many fundraising programs through the numerous local state chapters, and the funds generated have been used to provide support in various forms at the B. W. Harris Episcopal High School (BWHES) in Monrovia, Liberia.

As part of its commitment to our Alma Mater, the USA chapters of the B.W. Harris Alumni Association, developed a scholarship program to help local high school students pursue an education which is broad in scope, excellent in quality, and inclusive of the disciplines. The scholarship program was named “The Edward G.W. King Scholarship Program” in honor of the late principal of B. W. Harris High School, Rev. Edward G.W. King, Sr. Many students believed that “Father King” as he was affectionately called by his many students, instilled togetherness and instituted a strong Spartan spirit amongst students during his tenure as principal.

The type of scholarships offered is based on Merit and Need. Students, who demonstrate leadership skills, academic achievement, and financial need, are eligible. The scholarship is directed to those students who have demonstrated overall scholastic excellence and are financially deprived.

Awards are made annually to students, who currently have a minimum cumulative GPA of 3.0. Students must also demonstrate financial need and be dedicated to and have participated in extracurricular activities that benefit other students and the school, as well as demonstrating good moral conduct. To date the Association has awarded 23 scholarships to eligible students for the academic year 2014/2015. The Scholarship program hopes to significantly increase the number of scholarships in the future.

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PROGRAM GOALS

- To provide our Scholars with meaningful opportunities that will challenge them to reach their full potential as thoughtful, creative, responsible, caring, and productive persons.
- To provide guidance and direction to the Scholars, leading them to feel comfortable with their abilities and to appreciate the giftedness of others.
- To foster the development of a service sensibility, leading our Scholars towards a commitment to public service and leadership as active participants in a democratic society.
- To competently and fairly process and award scholarships and stipends to deserving students at The B. W. Harris Episcopal High School in Monrovia, Liberia.
- To provide greater opportunities for access to learning for all students of The B. W. Harris Episcopal High School in Monrovia, Liberia, provide and assist students with opportunities to acquire the necessary skills and tools, and to establish goals and acquire the confidence and training to make a successful contribution to society.

IMPORTANT PROGRAM INFORMATION

Before considering applying for the Scholarship program you must decide on your long-term goals. Your options may include:

- Matriculating to a 4 year college/University
- Vocational School
- Teachers College
- ✓ Are you willing to participate in activities at your school?
- ✓ Is your attendance in line with the attendance requirement?
- ✓ Are you in good moral conduct?
- ✓ Are you financially deprived?
- ✓ Is your Grade average B or above?
- ✓ Are you willing to tutor other Students?

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SCHOLARSHIP REQUIREMENTS and ELIGIBILITY FOR PARTICIPATION

In order to participate in the Scholarship program you must:

- Submit a Statement of Financial Need - Must write a letter telling us what your circumstances are with reference to the financial situation of your parents/guardians and self.
- Submit a Statement of Good Moral Conduct - Must have evidence of good conduct indicated in your letters of recommendation and report cards. Submit Two (2) letters of recommendation. One must be from B. W. Harris Episcopal High School Administration and a person from your community.
- Submit Copy of Report Card - Must have a B or above average.
- Participate in the tutorial program. You must be available to tutor other students in lower grades.
- Submit a one page essay. Essay should include your background; career goals and how you plan to achieve them.
- Submit Two (2) passport size photos.
- Must submit grades after each Marking period to the Scholarship committee Chair in Liberia.
- Must not have accumulated more than 10 absences during the current school year.
- Submit a completed and signed application by May 31.
- Must have volunteered your time to B. W. Harris Episcopal High School activities.
- Must give back to B. W. Harris School during your scholarship enrollment term.
- An award is issued for a school year and may be renewed each year.
- Students of employees of the BWHES are not eligible to participate.
- Students may not be a subject of any criminal offense.

When you apply to participate in the Scholarship program you agree to:


- A Personal Interview with your Parent/Guardian – You and your Parent/Guardian must be available to be interviewed by the Scholarship Committee in Liberia.
- Award recipient name and picture posted on the B W Harris AA Website.

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APPLICATION PROCESS

- Complete application - Assistance is available through the Principals' Office or the Scholarship Committee Office in Liberia.
- Submit all the required documentation to the Principal's Office.
- Principal Office will submit applications to the Scholarship Committee Chairperson – LIB.
- Scholarship Committee – LIB will review for completeness.
- Application packets will be sent to the Academic and Scholarship Chair – USA.
- A sub-Committee will review the Applications Packets using a rubric.
- A selection committee will make recommendation to the Chair.
- Award/Denial letter will be sent to the Principal of the BWHEHS for distribution to Student/Parent.
- Copies of the Award/Denial Letters will be forwarded to Chairperson of the Scholarship Committee in Liberia.
- A list of the award recipients will be sent to the BWHEHS Principal, Scholarship Committee Chairperson, and National Chair.

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BWHESAA SCHOOL APPLICATION	
	
STUDENT INFORMATION	
Name:	
Date of Birth:	Phone:
Street/Section:	
City:	
PARENTS INFORMATION	
Names of Both Parents/Guardian:	
Street/Section:	No. of other School Age Children:
City:	Liberia
Phone:	Email:
Employed: Yes No:	Parent Income:
STUDENT SCHOOL INFORMATION	
Current Grade Level:	
Tentative Graduation Year:	Phone:
Years in B. W. Harris	First Application: Yes No
	Renewal Application: Yes No
GRADES (Please submit 3 PREVIOUS periods final grade averages)	
1 st Marking Period:	2 nd Marking Period:
Final Grade:	3 rd Marking Period:
TO BE FILLED BY THE SCHOOL'S ADMINISTRATOR	
Student's Name:	
Student's Current Grade Average:	
Student's Conduct	Good Average Poor
Student's Attendance	Good Average Poor
Years on Scholarship program:	
Signature of Registrar:	Signature of Principal:
REFERENCES	
Name:	Title:
Name:	Title:
IS CHILD RELATED TO ADMINISTARTOR/S	
Name of Administrator:	Phone number:
Position at School:	Number of years:
Signatures	
I affirm that all information on this application and all attached documentation is true and correct. I understand that giving false statement will result in the denial of this application and recoumpment of any funds distributed through scholarship funds. I understand that if I am awarded funding through this program, I am required to: maintain a grade point average of B, participate in community services, tutorial program, demonstrate good conduct and document financial hardship.	
Signature of Applicant: (9 th – 12 th grade)	Date:
Signature of Parents/Guardians	Date:
PLEASE ATTACHED PASSPORT SIZE PHOTOGRAPH OF STUDENT	

**B. W. HARRIS EPISCOPAL HIGH SCHOOL
ALUMNI ASSOCIATION - USA**

**The B.W. Harris Alumni Association - USA
The Rev. Edward G. W. King Scholarship Program**

STUDENT AGREEMENT FORM

Scholarship Recipient Name: _____

Last

First

Telephone Number: _____ E-Mail Address: _____

Total Scholarship Amount: _____ Grade Level: _____

I DECLINE THE AWARD:

Specify Reason:

I ACCEPT THE AWARD: _____

I hereby authorize the B W Harris Episcopal School to release information regarding my scholarship to the B W Harris Alumni Association.

I agree to provide the B W Harris Alumni Association a report on my progress at the end of every period for which I am been funded and to participate in the tutorial program. (11th and 12th graders only).

Signature of student Date

Signature of Parent Date

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SCHOLARSHIP PROGRAM CHECKLIST

Before submitting your application, check to make sure you have included all required information and made copies for your records. Please organize documentation for each area together and label/highlight material to aide in application processing.

v	Item	Required for:		
		First Application	Renewal	Completed
Application				
	Completed, signed and dated application form	Yes	Yes	
	Student Agreement Form	Yes	Yes	
	Completed Essay (Typed or Handwritten)	Yes	No	
	Statement of Financial Need	Yes	Yes	
Statement of Good Moral Conduct				
	Statement from BWHEHS Administrator	Yes	Yes	
	Statement from a reputable person in the community	Yes	Yes	
Report Card				
	End of Year Report Card.	Yes	Yes	
	Grades for each period	No	Yes	
Other Requirements				
	Statement of Participation in Tutorial Program	Yes	Yes	
	Attendance Record	Yes	Yes	
	Two Passport Size Photos	Yes	Yes	

Do Submit original Report Card.

Do send clear legible documents.

Do provide written documentation.

Do keep a copy of all items sent to the Scholarship program.

Submit application and all supporting documentation to:

**B. W. Harris Episcopal High School
Office of the Principal
Broad Street
Monrovia, Liberia**

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INCENTIVE PROGRAMS

STUDENT INCENTIVES

Full Scholarship

Full tuition granted for the school year to students with excellent academic performance. This scholarship will be awarded to students who meet the committee's eligibility requirements (see brochure). A student meeting these requirements must be able to maintain highest honors/President's List status throughout the school year, and must show interest or participation on other available educational programs.

Parents Recognition

A program or project established to award parents annually for their involvement in PTA, Parent Council, Volunteer Work, etc. at the school. This will improve the School/Home relationship. Awards may include certificates and plaques.

Awards

Teachers may receive up to \$250 towards trainings annually. 10 teachers will be rewarded at the yearly Graduation ceremony.

Teacher Recognition Program

Academic staff recognized based on recommendation by the Principal at the end of each marking period for their contributions in assisting students achieve high educational goals at school and in the WAEC, and for the overall success rate of the school.

Teacher of the Year

Faculty, staff, and students will nominate a teacher each year for recognition of Teacher of the Year. Nominations will be submitted to the Principals office by May 31. The names of the nominees and a brief description will be submitted to the Chairperson of the Academic and Scholarship Committee. Selection will be made by the selection committee appointed by the Chairperson for the Academic and Scholarship committee. The Teacher of Year award will be presented at the Graduation ceremony and the recipient will receive a plaque and a check for \$250.00.

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA



Alumni Association, Inc
USA

B. W. Harris Alumni Association, Inc. -USA

11140 Rockville Park, #121
Rockville, MD. 20852

Web: WWW.BWHarrisAlumniUSA.Org
Email: Info@BWHarrisAlumniUSA.Com

Motto: *Perseverance, Achievement & Quality*

The B.W. Harris Alumni Association-USA Rev. Edward G. W. King Scholarship SCHOLARSHIP APPLICATION ANNOUNCEMENT

NOTICE! NOTICE! NOTICE! NOTICE!

The application process for awarding scholarships for the 2016/2017 academic year is open.

- Deadline for application submission is **May 31, of that year.**
- The Parent/Student interview process will begin on **June 17, of that year** and ends on **June 30, of that year.**
- Acceptance or Denial letters will be sent out by **July 15, of that year.**
- The scholarship is open to all students who meet the eligibility requirements.
- APPLICATIONS must be submitted to the Principal's Office.

Application packets can be picked up from these locations:

- **Library**
- **Registrar's Office**
- **Alumni Association's Office**
- **Vice Principal for Academic Affairs Office**
- **Business Office**

For further information, please contact:

- Adolf Sackey Chairperson, Scholarship Committee - Liberia
- Principal BWHEHS
- The Registrar Office BWHEHS
- The Business Office BWHEHS
- BWHAA – Website

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ADOPT-A-STUDENT

The Adopt-A-Student program that will allow members, sponsors, and partners to connect with students at BWHES, in a very caring way. It is a program designed to go beyond the scope of existing scholarship programs, and the main goal is the adoption of a participating student for a specified period by each supporter or sponsor.

- This is an innovative response to the educational and developmental needs of students at BWHES. Adopting a student simply means being financially responsible for their educational costs, while establishing a sponsor-relations with that student, communicating and interacting with both student and their family.
- 100% of your donations to go directly to the care and sponsorship of the student.
- It will place 100% focus on the student allowing direct communication between the student, his/her family (guardian) and teacher(s)
- The students' academic career and community/social involvement will be tracked/guided through this program
- Supporters: one time donor to the program, or a particular student/family
- Adopters: will adopt a student for a specific period of time (not less than one semester) will raise funds through innovative means for the support of the adopted students.
- Communicate with students by way of letters and emails, to encourage, inspire and check student progress

Getting Parents Involved

Our program incorporates the school community-engagement model

- Parents are encouraged to get involved and are expected to follow up and communicate on student's progress.
- We will also incorporate a community or school based program that will allow parents of students in this program to give back through their service to BWHES
- Help parents – find innovative ways to be of assistance to the parents of the student.

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Coordinator: The program coordinator(s) will coordinate the daily/regular activities – coordinating the fundraising, recruiting and assignments of the adoption process. This person will report to the Academic/Scholarship committee and maintain records of all students and adopters in the program.

- This program will be primarily for those students in grades that are not eligible for the Rev. Edward G W King scholarship - K-8th grades at BWHES.
- Students (Parents/Guardians) will have to apply and submit consent forms to become available for adoption
- The adoption will be on a first come, first serve basis, the adoption shall be limited to the students' academic career and will cover those areas designated by the program and permitted by students (Parents/Guardian)
- This program aims to bring students (K-8th) into connection with sponsors, who will not simply provide funding for fees, but follow up with contacts/communication with parents/guardian and school authorities regarding the adopted student.
- Sponsors (Adopters) will also complete an application form to become available to adopt- a-student
- Must be willing to commit to a fundraising agenda and also a communication agreement.

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SCHOLARSHIP APPLICATION SELECTION RUBRIC

Required Components:

Applicants must be: Current and Incoming students.

The Application must include all of the following:

- Grades
- Essay, Goals and Objectives
- Letters of recommendation
- Financial Hardship Statement
- Attendance
- Tutorial Program, if applicable

Use this page to make comments about the application in general, or to address concerns, not addressed elsewhere in the rubric.

Recommendations:

Criteria	Does not Meet Expectation	Meets Expectation	Exceeds Expectation
Grade A= Exceeds Expectation – 20 points B=Meets Expectation – 10 points C=Does not meet Expectation – 5 points			
Financial Hardship Exceeds Expectation – Student is supporting self, both parents unemployed – 20 points Meets Expectation – At least one of the parent is employed, one parent HH – 10 points Does Not Meet Expectation – Both parents are employed – 5 points			
Moral Conduct Letter of Recommendation Exceeds Expectation - Letter clearly indicates good conduct and involved in other schools activities. – 20 points Meets Expectation – Letter somewhat indicates good conduct and not involved in school activities. – 10 points Does Not Meet Expectation – Letter does not clearly indicate good conduct and is not involved in other school’s activities. – 5 points			

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<p>Attendance Exceeds Expectation – 2 or less unexcused absences during school year – 10 points Meets Expectation – 5 or less unexcused absences during school year – 5 points Does Not Meet Expectation – 10 or less unexcused absences during school year. – 2 point</p>			
<p>Essay Exceeds Expectation - Goals and Objection clearly defined. – 10 points Meets Expectation - Goals and objectives somewhat Defines. – 5 points Does Not Meet Expectation– Goals and objectives not clearly defined. – 2 points</p>			
<p>Tutorial Program Exceeds Expectation – Tutors at least 10 students during the school year. – 10 points Meets Expectation – Tutors at least 5 students during the school year – 5 points Does Not Meet Expectation - Tutors at least 1 student during the school year – 2 points</p>			

To assist in scoring the application, Please refer to additional detail description for each category:

1. Report Card:

- Must clearly indicate student grades.

2. Financial hardship: Interview must be conducted by the Scholarship Committee in Liberia.

Financial Hardship

Financial hardship means that you are suffering "extreme privation" and "suffering" because you don't have enough money. Basically, you don't have the money necessary to provide the basic comforts and necessities of life. A student who is in this situation may qualify to apply for the scholarship.

Misconceptions

Financial hardship must be extreme and involuntary to qualify. Not having a car or shoes you want is not financial hardship.

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Interview Question:

- Parents' income?
- Total # of school age children?
- Total # of children at B W Harris Episcopal High School?
- Are parents working? Full time; part time; self-employed?
- Are both parents alive?
- Parents' profession?
- Is there a foster sponsorship?
- Are parents divorced?
- Is this a single parent home?
- Family size?
- Number of Children attending BWEHS?

3. **Moral Conduct:** Letters of recommendation should include the following:

- Observation about the student.
- Academic ability.
- Examples of accomplishments.
- How long you have known the student.

Exceeds Expectation/Appropriate Conduct – Letter of recommendation must clearly indicate the following:

- Sit in class/seat unless have permission to leave.
- No suspension from school.
- Does not engage in fights with other students.
- Does not disrespect or disregard constituted authority.
- Does not receive punishment at school.
- Respect yourself and others.
- Come to class on time, prepared with all supplies and assignments.
- Does not speak unless have permission to speak, talk only about class work.
- Follow directions immediately.
- Respect yourself and others.
- Does not walk in the hallways.

Meets Expectation/Acceptable Conduct

- Limited unexcused leaving of class/school.
- Limited suspension from school.
- Seldom engages in fights with other students.
- Seldom disrespect or disregard constituted authority.
- Seldom receive punishment at school.

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Does Not Meet Expectation/Inappropriate Conduct:

- Use of profanity within the school perimeters.
- Engaged in a fight with another student.
- Disrespectful behavior towards a faculty member.
- Vandalism or theft of school or another student's property.
- Use or possession of drugs, alcohol, or weapons on school property.
- Leaving school without permission or parent/guardian dismissal during school hours.
- Inappropriate behavior during class.
- Sexual harassment.
- Inappropriate dress code.
- Engage in sexual activities/behavior.

4. Attendance Report:

- Must clearly indicate student's attendance.

5. Student Essay:

Exceeds Expectation/Exceptional:

- Clearly indicates evidence of student's career goals, plans to achieve it and background.
- Clearly addresses how the scholarship will assist education plans.

Meets Expectation/Adequate:

- Somewhat identifies student's career goals, plans to achieve it and background.
- Somewhat provides evidence of how scholarship will assist educational plans.

Does Not Meet Expectation/Inadequate:

- Unclear on inconclusive evidence of student's career goals, plans and background.
- Lacks clear plans for how scholarship will assist education plans.

6. Tutorial Program:

- Tutorial Program Coordinator must clearly indicate the number of students that a scholarship student tutors during the academic year.

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GUIDELINES FOR THE SCHOLARSHIP COMMITTEE IN LIBERIA

Guidelines:

- Make available to BW Harris Episcopal High School (BWHEHS) Principal and Registrar the Scholarship Application packet, Rules, and application deadline.
- Conduct ongoing overview of the application process and eligibility requirements. i.e overview sessions can be conducted after school.
- Assign committee members to assist applicants in completing the application.
- Meet with the Principal, Vice principal, and Registrar monthly to ensure that guidelines are being followed.
- Prepare a list of all applications received.
- Forward List to Schools' Principal and Registrar.
- Review applications based on criteria:
 - GPA
 - Financial Hardship
 - Good Conduct
 - Attendance
- Make recommendation(s) to the Chairperson of the Academic and Scholarship committee.
- Meet with Parents/Guardian of awarded recipients to review ongoing eligibility requirements and award amount.
- Maintain a Scholarship Recipients database to include:
 - GPA.
 - Financial hardship
 - Good Conduct
 - Attendance
- Forward completed application packets to the Chairperson of the Academic and Scholarship Committee – USA by July 2.
- Collaborate with BWHEHS Principal, Registrar, and Board of Trustee to ensure that funds are received and allocated on behalf of the scholarship recipients.
- Collaborate with the BWHEHS Principal, Registrar, and Board of Trustee to ensure that books are purchased on behalf of the scholarship recipients.

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GUIDELINES FOR THE SCHOLARSHIP COMMITTEE IN THE USA

Guidelines:

- Develop Criteria for the Scholarship program.
- Develop Application materials.
- Print application packet materials.
- Make application packet materials available to the Scholarship Committee in Liberia and the BWHEHS Principal.
- Form an Ad-Hoc committee to review applications.
- Review application packets by July 15th.
- Forward names of awardees to the National Chairperson.
- Forward names of awardees to the Scholarship Chairperson – Liberia and the BWHEHS Principal.
- Send out Award and Denial letters.
- Develop and maintain database to include recipient's
 - Demographics,
 - Grades,
 - Conduct,
 - Attendance, and
 - Financial standing.
- Develop Scholarship Budget.
- Maintain ongoing communication with the Scholarship program committee members in Liberia.
- Maintain ongoing communication with the Principal in Liberia.
- Maintain ongoing communication with the BWHAA National Treasurer.
- Ensure all parties involve abide by the MOU signed by the BWHEHS Principal, Chairperson for the Scholarship Committee in Liberia and USA, and the BWHAA National Treasurer.
- List the total number of Scholarship available each year by grade level.
- Review students grade report each period.
- Provide incentives for students to maintain Scholarship.
- Provide incentives for Non-Scholarship Recipients.
- Provide incentives for Teachers.

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

DISBURSEMENT PROCEDURE FOR SCHOLARSHIPS AND INCENTIVES PAYMENTS

- The Business Manager will submit invoices and student's grade reports to the Chairperson of the Academic and Scholarship Committee – USA.
- The Chairperson will submit the invoices and grades report to the Co-Chair of the Scholarship programs.
- The Co-Chairperson of the Scholarship program will review grades report and invoices for accuracy.
- The Co-Chair for the Scholarship program will make copies of invoices and Grades report and keep in a Binder labeled "Invoices and Grades Report" for each Marking period.
- The Co-Chairperson for the Scholarship program will sign and submit the invoices to the Chairperson for the Academic and Scholarship program for signature.
- The Chairperson for the Academic and Scholarship Committee will sign and submit the invoices and grades report to the Treasurer.

**B. W. HARRIS EPISCOPAL HIGH SCHOOL
ALUMNI ASSOCIATION - USA**

BASIC IRS RULES FOR 501 C (3) ORGANIZATIONS

1. The award must be made for a charitable purpose;
2. Recipients must be members of a sufficiently broad “ charitable base;”
3. Selection is done on an objective and non-discriminatory basis;
4. The selection committee must abide by rules governing conflicts of interest;

Proper records must be maintained that clearly establish that these rules have been satisfied

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CONFLICT OF INTEREST POLICY

Committee members must be able to make independent decisions on behalf of the association without potential or perceived influence. They must evaluate the eligibility of all applicants without bias and make selection recommendation based on the established objective criteria for the scholarship.

Committee members should avoid any situation where personal and business relationships could have; or give the appearance of having, undue influence on the member's judgment in matters under consideration.

To ensure fairness, all members of the BW Harris Academic and Scholarship Committee must adhere to this conflict of interest policy. By agreeing to serve on this committee, members also agree to comply with the following rules:

1. A member has a conflict of interest if (a) the member is related by blood, marriage, or adoption to a scholarship applicant; the member will receive a direct or indirect financial benefit from recommending a scholarship to a particular applicant; or due to personal or business relationships, or any other person, the member exerts influence to recommend a recipient without regard to the scholarship criteria.
2. If a member has an actual or potential conflict of interest concerning an applicant, the member will disclose the conflict to the rest of the committee. The member shall not discuss the scholarship applicant with anyone on the committee and will not participate nor be present during, any committee deliberations concerning that applicant.
3. Members agree to treat their committee's deliberations and recommendations as confidential and not to disclose information to anyone outside the committee.
4. Members acknowledge that the BW Harris Academic and Scholarship Committee will make recommendations but do not have the final authority to award scholarships.

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

Between

B. W. Harris Alumni Association - USA

And

B. W. Harris Episcopal High School, Monrovia, Liberia

This agreement is made effective March 31, 2012 between B. W. Harris Alumni Association - USA (BWHAA), located at: 111 Rockville Pike #121, Rockville MD 20852 and B. W. Harris Episcopal High School (BWHEHS) located at Broad Street, Monrovia, Liberia.

B. W. Harris Episcopal High School will:

- Submit to BWHAA-LIB Scholarship Chairperson student's application packets to include: a list of names and pictures of students with a B or higher average, record of conduct and attendance, grade level, parent's names, and financial standing by May 31.
- Submit to BWHAA - LIB Scholarship Chairperson at the end of each marking period Grades report for students that are receiving scholarships. The document will include the names and addresses, and grade level for each student in receipt of the scholarship funds.
- Submit to BWHAA - USA Academic and Scholarship Chairperson at the end of each marking period Grades report for students that are receiving scholarships. The document will include the names and addresses, and grade level for each student in receipt of the scholarship funds.
- This information will be submitted via e-mail to the Chairperson of the Academic and Scholarship committee.
- The names and pictures of Students will be announced and posted on the school's bulletin board and website.
- Submit payment invoice to the Academic and Scholarship Chairperson at the beginning of the school year.

BWHAA – Scholarship Committee, Liberia will:

- Review Application Packets based on set of criteria for completion.
- Submit to BWHAA – USA Academic and Scholarship Chairperson completed application packets for all eligible applicants by June 15.
- Maintain a database of all recipients to include names, addresses, parent's names and address, grades, financial standing, record of conduct, attendance, and scholarship amount.

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

MEMORANDUM OF UNDERSTANDING - CONT'D

BWHAA – Academic and Scholarship Committee, USA will:

- Develop criteria for selection.
- Form a selection committee.
- Send a list with the names of students that are selected for scholarship.
- Review applications and make selection by June 30.
- Send acceptance/denial letters to the Principal to forward to parents/students.
- The names and pictures of awardees will be posted on the BWHAA-USA website.
- Submit names of recipients to the National Chair.

BWHAA – USA National Treasurer will:

- Send scholarship payment for the total amount prior to the beginning of each period.

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

Members of the Academic & Scholarship Committee:

We would like to thank the following individuals for their contributions to this program booklet;

Gudrun Harris – Chair
Owen Neal – Co chair Scholarship and Academic
Dr. Qualls Stevens - Co-chair Scholarship
Euphemia Jones – Co-chair - Academic
Charles Hoffman
Rosalyn Kai-Lewis Coleman
Leah Findley Porter
Louisa Merchant

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

AWARD LETTER

July 15, of that Year

Ms. Martha Blamo
550 Camp Johnson Road
Monrovia, Liberia
West Africa

Dear Ms. Blamo,

Congratulations! Your application for a B.W. Harris Alumni Association (BWHAA) Academic Scholarship has been approved. You have been awarded a sum of Three Hundred and Fifty Dollars (\$350.00) to fund the costs of your education during the 2016/2017 academic year. This amount will cover the costs of your tuition and books. Upon acceptance of the award, you are agreeing to maintain the following requirements:

- B or higher average each marking period,
- Good moral Conduct,
- Demonstrate financial Need,
- Participate in Tutorial Program, if applicable, and
- Submit a renewal application packet each year.

A copy of this notification letter will be sent directly to the Principal of the BWHES, Scholarship Committee Chairperson and your parent indicating that you have been approved to receive funding for tuition and books. A check on your behalf will be forwarded directly to the B.W. Harris Episcopal High School (BWHES) in Monrovia, Liberia, West Africa.

If you are unable to fulfill this requirement at the end of the school year, the award will be withdrawn, and you will be responsible for the costs of your education.

I wish you success in your educational endeavor. Should you have questions concerning the above approval, Please contact Ms. Gertrude Tay-Edusie, Chairperson, the Scholarship Committee in Liberia or contact Angeline Bishop-Oshoko, Chairperson, the Academic and Scholarship Committee in the USA at: angeline.bishoposhoko@yahoo.com.

Sincerely,

Gudrun Harris
BWHAA Academic and Scholarship Chairperson

B. W. HARRIS EPISCOPAL HIGH SCHOOL ALUMNI ASSOCIATION - USA

DENIAL LETTER

July 15, of that Year

Ms. Martha Blamo
550 Camp Johnson Road
Monrovia, Liberia
West Africa

Dear Ms. Blamo,

The B. W. Harris Alumni Association (BWHAA) Academic and Scholarship Committee wishes to inform you that we received and reviewed your application against the criteria we have established. Regretfully, after careful consideration, your application was not selected for a scholarship award. We received many requests for funding, but with limited resources, only a small percentage of the applications were awarded in this highly competitive process.

We want to thank you for considering the BWHAA Academic and Scholarship Program as a medium for financing your educational endeavors and invite you to apply again next year. If you are interested in applying for a scholarship for the next academic year, please contact the Alumni Association's Office, the school Registrar's Office, or the school Business Office to obtain a new application packet.

On behalf of the BWHAA Academic and Scholarship Committee, we wish you success in your educational endeavors. Should you have questions pertaining to this letter, please contact Angeline Bishop-Oshoko, Chairperson, the Academic and Scholarship Committee, USA at angeline.bishoposhoko@yahoo.com.

Sincerely,

Gudrun Harris,
Chairperson
BWHAA Academic and Scholarship Committee

**B. W. HARRIS EPISCOPAL HIGH SCHOOL
ALUMNI ASSOCIATION - USA**

WARNING LETTER

July 15, of that Year

Ms. Martha Blamo
550 Camp Johnson Road
Monrovia, Liberia
West Africa

Dear Ms. Blamo,

This letter is to notify you that you did not meet one or more of the eligibility requirements after the first marking period.

Grade point average: _____

Parent's name: _____

Reason for Warning: Poor conduct
 Poor Attendance
 Below B average-GPA

Your scholarship could be withdrawn if you show no improvement by the end of the next marking period. Please be advised that if your grade point average is below the required grade point average for the scholarship program, you must enroll in the Tutorial program. If you are currently enrolled in the Tutorial program and may need further assistance, please contact the local BWHAA Scholarship Committee Chairperson, Ms. Gertrude Tay-Edusie.

Sincerely,

Gudrun Harris
Chairperson
BWHAA Academic and Scholarship Committee, USA

cc: Adolf Sackey - Chairperson Scholarship Committee, Liberia
Principal BWHEHS