



## Scholarship Fund Guidelines

### I. Purpose/Policy

The purpose of the Natural Gas Society of the Permian Basin (“NGSPB”) Scholarship Fund is to encourage member’s children, grandchildren, legal dependent children, spouse or self the opportunity to further their education by providing financial assistance to qualified graduating seniors or presently enrolled students at institutes of higher education.

Each year the “NGSPB” Executive Committee will determine the amount of funds available for the Scholarship Fund, the number and amount of each scholarship. Each scholarship will be awarded to students enrolled in undergraduate degree programs at universities, colleges or vocational schools.

### II. Eligibility Requirements

1. Applicants for the “NGSPB” Scholarship must be a son, daughter, grandson, granddaughter, legal dependent, spouse or self of a current member of the “NGSPB” who is in good standing. The member must have completed at least one year of continuous membership in the “NGSPB” prior to the scholarship application being submitted.
2. An applicant must be graduating or must have graduated from high school or its equivalent.
3. Applicants may receive other grants and scholarships provided that the student is not on an all-inclusive scholarship from another source.

### III. Application Process

1. Application forms will be available starting in January of each year.
2. All completed application forms must be received by the scholarship committee on or before March 20th, unless otherwise specified by the Executive Committee.

#### IV. **Selection of Recipients**

1. Recipients will be selected based on the following criteria:
  - \* Grade Point Average and Activities/Honors (30%)
  - \* Community Service (30%)
  - \* Essay Content (35%)
  - \* Essay Grammar, Spelling and Structure (5%)
2. The recipients will be announced each year at the April Monthly Luncheon Meeting of the NGSPB.

#### V. **Obligations of Recipients**

1. It is the responsibility of the scholarship recipient to be accepted into an approved school for the applicable school year.
2. He/she must be enrolled as a full time student in studies (including classroom, laboratory and/or shop) that will be applicable towards a degree or certification.

#### VI. **Scholarship Committee**

The Scholarship Committee will be made up of current year “NGSPB” Executive Committee members. To avoid any bias, prejudice, or favoritism, the Committee will appoint an independent person or persons to evaluate and determine the deserving recipients.

#### VII. **Payment of the Scholarships**

Scholarships will be paid directly to the educational institution’s business, administrative or financial aid office, as appropriate, once all requirements have been met by the recipient. Scholarship money will apply first towards tuition and fees. Should the recipient have other scholarship or grant funds and needs this award to go to other related school costs such as books or room and board, the Scholarship Committee will determine the proper way to distribute funds. Payment for this fund will be made prior to the quarter or semester commencement if all requirements have been met.

#### VIII. **General**

The award recipients are to be notified in writing as soon as the selection has been made. All other applicants are to be sent letters notifying them that someone else has been awarded the scholarship fund for that particular year.