

LITERACY DOOR COUNTY AWARD
For Bilingual Students

Policy Guidelines and Procedures - 2023-2024

Policy Guidelines

I. Purpose

Literacy Door County, in partnership with local school districts, is committed to developing the potential of bilingual students in their own communities. This award recognizes, encourages, and supports **bilingual students, children of non-native English speakers**, who plan to continue their education beyond high school. They must demonstrate a need for financial assistance with their educational expenses and a desire to be productive members of the community. The award is not renewable.

The goal is to award ONE student from **each Door County high school**. If there is not a qualifying applicant from one of the schools, Literacy Door County has the discretion to choose more than one qualifying candidate from another school, with a maximum of FIVE awards given.

II. Eligibility

A student is eligible to apply for the award if s/he is:

- **A bilingual student, a child of non-native English speakers**
- A registered student of a Door County school district
- A Senior in good standing, due to graduate in the school year 2023-2024
- Sponsored by a teacher
- Living in the USA while attending school
- Planning to enroll in a post-secondary school
- Planning to take academic or technical courses including online programs offered by an educational institution in the United States

III. Amount of Grant

- The award is \$500-\$1,000

- The total amount of the award is based on availability of funds and the applicants' individual needs.
- Applicants are eligible to receive only one award.

IV. Use of Award

The money is intended to be used for educational expenses such as:

- Tuition
- Books and supplies
- Transportation
- Childcare
- Uniforms required by the educational program
- Equipment/tools necessary for the course of study

PROCEDURES for AWARDING

I. Application

Applicants must submit:

- A completed Student Application Form (available on the LDC website)
- An application letter describing their **plans for their educational future, their intended professional goals, and their financial need**
- A letter of recommendation by a teacher
- An unofficial transcript listing courses completed and year attending
- The Literacy Door County "Award Committee" will schedule an interview with the finalists, **if necessary**, to determine an award recipient

II. Due Date for Completed Application

The application must be received by **March 1st** of the award year. All documents should either be submitted by email to: literacydoorcounty@gmail.com or mailed to Literacy Door County % Award Committee, P.O. Box 473, Sturgeon Bay, WI 54235

III. Approval

The "Award Committee" of the Board of Directors of Literacy Door County, Inc. will review the applications, conduct interviews if necessary, and present the selected applicants for approval by a majority vote at a regular or special meeting of the Board.

IV. Presentation of Award

When an award is approved, the check is presented personally to the recipient on the date of their district's Senior awards.

The check should be cashed promptly; the check is void 120 days after issue date and will not be reissued. In the event the recipient is unable to begin his/her studies as scheduled, the award check should be returned to Literacy Door County, Inc.