

LITERACY DOOR COUNTY AWARD

Policy Guidelines and Procedures - 2022-2023

Policy Guidelines

I. Purpose

The **Literacy Door County Award** recognizes, encourages, and supports bilingual students 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 contribute to the betterment of their community. The award is not renewable.

II. Eligibility

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

- a registered student of a Door County school district
- a Senior in good standing, due to graduate in the year...
- 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. Letter of Application/Interview

Applicants must submit:

- An application letter describing their plans for their educational future, their intended community impact, 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

II. Due Date for Completed Application

The application must be received by **April 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, 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.

V. Community Involvement

The community (school districts, Literacy Door County board members etc.) is encouraged to become involved in developing the potential of bilingual students in their own communities. The personal interest and encouragement shown by teachers, friends and mentors are as important as the award itself in assisting the students as they start a new chapter in their lives.