

**Linda Johnson Memorial Scholarship Fund (“LJMS”) Committee By-Laws  
The Lake and Peninsula School Board and The Lake and Peninsula Borough Assembly**

**Purpose**

The Linda Johnson Memorial Scholarship Fund was established by the Lake and Peninsula School District (the “District”) as a memorial to the late Linda Anelon Johnson, a former member of The Lake and Peninsula School Board who was thirty-six when she died in a snow-machine accident. The Linda Johnson Memorial Scholarship Committee (the “Committee”) serves to administer the District’s program for awarding scholarships, as more fully set forth in these Bylaws, as may be amended from time to time. In all its activities and actions, the Committee shall be bound by these Bylaws.

**Organization and Responsibilities of the Committee**

The Committee is composed of the Superintendent or his designee and one or more volunteer board member(s) appointed annually by the Lake and Peninsula School Board President during the November Board meeting. In the event of a vacancy, the School Board President may appoint a replacement Committee member.

The Committee reserves the right to establish both the amount and number of scholarships it deems necessary and appropriate. The aggregate amount of scholarships awarded shall not exceed the amount of available funds. The Committee will report to the School Board, at the May regular meeting, or upon request, the names and amounts of scholarships awarded.

Program.

**Scholarship Committee Procedures:**

1. The Committee will operate under the established guidelines.
2. Each January, applications will be sent to every Lake and Peninsula School District senior.
3. Each July, an attempt will be made to contact potential sustaining scholars.
4. All scholarship applicants will be notified of the status of their application within a reasonable timeframe.
5. Scholarship payments will be released only if verification of acceptance or enrollment is received. Deferments may be allowed at the discretion of the Scholarship Committee.
6. All scholarship payments will be made directly to the academic institution.

**LJMS GUIDELINES:**

**Eligibility**

To be eligible for consideration for the Linda Johnson Memorial Scholarship, a student must:

NEW HIGH SCHOOL GRADUATES:

- Graduate from a school within the District
- Provide a copy of an acceptance letter or course schedule from the educational institution the student will be attending
- Submit a completed LJMS application by deadline submitted per distributed instructions.,

SUSTAINING SCHOLARS/FORMER LPSD

GRADUATES:

- If previously enrolled in post-secondary institution, must have maintained an academic load of traditional full-time students, as defined by carrying a course load of at least 12 academic hours in an

undergraduate or technical school program

- If previously enrolled in post-secondary institution, must have maintained a cumulative grade point average of at least 2.0
- If previously enrolled in post-secondary institution, must have maintained self as a student in good standing
- May receive the scholarship for up to 5 years if he/she attended high school only in the District; otherwise, the recipient is limited being a recipient for the number of high school years a LPSD school was attended
- If a former LPSD student who did not apply during his/her senior year, the student may still be considered for LJMS Scholarship funding for up to 5 years after graduation, and will maintain eligibility as described above

### **Application Components**

#### NEW HIGH SCHOOL GRADUATES/FORMER LPSD GRADUATES:

- (a) Cover letter which explains reason financial assistance is needed, and lists all other scholarships applied for or granted
- (b) A district-representative signed copy of high school transcript reflecting all grades to date
- (c) Letter of recommendation from either a principal and/or a teacher who is familiar with the student's character and academic history. Former LPSD graduates may substitute a letter from an employer, an instructor, or academic advisor.
- (d) A 500 word narrative which both details applicant's four years as a high school student and reflects applicant's goals for the future. This essay should accent any school and/or community activities or functions which applicants may have participated in during high school. Former LPSD graduates may modify narrative to include post-secondary work experience and motivation for returning to school.
- (e) Notification of acceptance to post-secondary school, if available at time of application

#### SUSTAINING SCHOLARS:

- A written request for sustaining scholarship funding
- A copy of most recent transcript, indicating that a 2.0 cumulative GPA has been maintained
- A copy of course schedule for the upcoming semester indicating that course-load is a minimum of 12 academic hours

### **Application Deadlines**

#### NEW HIGH SCHOOL GRADUATES:

Applications are to be submitted to the District Accountant by the following dates by mail or email. For spring graduates applications are due by March 31, at 5:00 p.m. or the next business day if the 31<sup>st</sup> falls on a weekend. For mid year graduates applications are due 30-days from the date of graduation.

#### SUSTAINING SCHOLARS/FORMER LPSD GRADUATES:

Sustaining Scholars: A written request, to include proof of continued eligibility as described above, is due to the District Accountant by August 15, 5:00 p.m. or next business day if the 15<sup>th</sup> falls on a weekend.

Former LPSD Graduates: Application components referenced above are due at the District Office by August 15, 5:00 p.m. or the next work day, if the 15<sup>th</sup> falls on a weekend.