

# Helping Heroes Scholarship Trust Document

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1. Helping Heroes scholarship was developed as a onetime, non renewable scholarship for the legal dependant of an active duty/reserve service member or veteran. Students must be a high school senior and attending a high school located in the Northern Panhandle of West Virginia. The student must plan to attend full time: a trade school, community college, college or university immediately following high school graduation.
2. Applications are available via high school guidance counselors and on our website.
3. Three copies of the application should be mailed to Susan Harrison, Finance Officer Helping Heroes, 256 Jefferson Ave. Moundsville, WV 26041
4. Applications are due by April 1 and must include:
  - a. Completed Application form with Essay
  - b. Copy of SAT/ACT score
  - c. Copy of most recent report card
  - d. 1 Recommendation from high school Guidance Counselor
  - e. 1 Recommendation from a high school teacher
  - f. 1 Recommendation from another individual
  - g. Proof of guardian's military service via DD214 or copy of Active/Reserve Military ID (please redact social security number)
5. Award Notification

Before final winner is selected, we will notify the finalists via email and provide a release form to be signed by the finalist (or a parent if under the age of 18). The signed form will require the student to verify that the written essay is her/her own original work and give us permission to use the student's name and entry in promotional material.

Awardee will be notified by phone by May 1 and is requested to attend our May fundraising event (held the Friday before Memorial Day Weekend) for the award presentation. The award will be paid directly to the awardee after proof of graduation is provided to the organization.

## 6. Selection Process

A committee of 3 Board Members from Helping Heroes will review the applications and select the finalists. Selection is subjective. (An odd number is required to prevent a tie) Each committee member reads every application. Each committee member will grade them from one to five (five being the highest) in the following categories on ranking spreadsheet:

Category	Applicant 1	Applicant 2	Applicant 3
Completeness of Application- (must have 7/7 to be considered)			
Ranking of overall GPA based off of most recent report card			
Ranking of SAT/ACT score			
Ranking of quality of recommendations			
Ranking of quality of extracurricular activities			
Ranking of quality essay answer			

Upon completion these rankings are transferred to a master sheet which presents them as a weighted average. The weighted average by category is as follows:

- Academics: 20%
- Extracurricular Activities: 30%
- Essay: 30%
- Recommendations: 20%