Whitney Laine Gallahar Memorial Scholarship Fund Guidelines

Tribute: The scholarship was established by Whitney's parents, Ricky and Donna; Whitney's brother, Blake; and, grandparents, Travis and Gayle Reaves. The award is also made possible through the generosity of dozens of friends, classmates, co-workers, and matching gifts provided by the UPS Foundation.

As a freshman at the University of Alabama, Whitney sought to pursue teaching rooted in her love for children. She excelled in sports at Ohatchee High School in volleyball and softball, where she graduated with honors in 2006. After her death on May 28, 2007 (Memorial Day), Whitney's family created this award to celebrate her life, ambitions, and character.

Remembered as a leader, both in athletics and among her peers, Whitney was best known for striving to make a difference. Whether at home, in church, among friends, on a court or a field, she helped make everything whole. Thus, this award recognizes the void left by Whitney's absence as it seeks to assist other young men and women in striving to make a difference

Award: The scholarship benefits individuals pursuing an associate, bachelor's degree or State of Alabama approved workforce training program. This one-time award is for either part-time or full-time enrolled students to attend any accredited institution of higher learning in the United States.

The Community Foundation will project and allocate the assets available for scholarship awards depending on the Fund's annual income. This scholarship is strictly funded based on available assets. The award can be used for tuition, institutional housing, supplies, books, and fees. The award based on available assets; therefore, recipients are encouraged to apply for other available financial resources.

Eligibility: Graduating seniors of Ohatchee High School are eligible to apply for the scholarship without regard to race, religion, gender, national origin, or disability. Applications will be ranked using the following priorities: (1) applicants needing financial assistance (2) essay reflecting strong character and personal initiative; (3) recommendations citing attributes such as positive role model, mentor, advocate or leader; (4) references indicating a team spirit in the classroom, on an athletic field or other extracurricular association; and, (5) students having a minimum grade

point average (GPA) of 2.5, yet motivated to succeed academically at an institution of higher learning.

All donors and relatives of those donors, who contribute more than two percent of the Fund's assets, are ineligible to receive a scholarship from the Fund. In addition, the Foundation's Board of Trustees, former trustees, staff and Scholarship Review Committee members, including their spouses, children, adopted children, grandchildren and great grandchildren, are prohibited from applying or receiving any scholarship, grant or financial award from the Foundation. Based on IRS regulations, this disqualifying exclusion exists for three (3) years after concluding volunteer service or employment.

Application: Application and Guidelines are available online at www.cfnea.org. The Community Foundation will maintain and revise as necessary the guidelines and application documents. Applications must be electronically submitted to the Community Foundation by **March 1** of each year.

Scholarship Review Committee: In compliance with federal law, scholarship recipients shall be selected by the Community Foundation's Scholarship Review Committee, solely appointed by the Foundation's Board of Trustees. The committee will submit their recommendations to the Foundation's Board of Trustees for their final approval.

Review Process: Students are required to submit the application packet on-line at www.cfnea.org by **March 1**. Foundation staff will screen the application for clarity and completeness. The applications deemed by Community Foundation staff to be clear and complete will be presented to the Scholarship Review Committee for review and scoring. The Committee will have four weeks to review and score the applications. The scores and recommendations will be compiled by the Community Foundation's staff and submitted to the Foundation's Board of Trustees for final approval.

Award Distributions: The Foundation will make scholarship payment at the beginning of each academic semester. Distributions will not be made until the Foundation receives all required documentation, including but not limited to: (1) certified proof of enrollment from the institution, (2) confirmation that the recipient is enrolled in a program; and, (3) school transcripts. Checks are made directly to the financial administration office at the college or institution. No distribution will be made to any individual for any reason.

Students must notify the Foundation of any additional educational or financial aid grants or awards immediately. In addition, the Foundation is to be notified if there is any change in the student's financial support.

Formal Handwritten Thank You Card: Communications of gratitude for this award from scholarship recipients can be sent to Mr. and Mrs. Ricky Gallahar in care of the Community Foundation.

Mr. and Mrs. Ricky Gallahar
C/O The Community Foundation of Northeast Alabama
1130 Quintard Avenue, Suite 100
Anniston, AL 36201

Responsibility of Recipient: Each scholarship recipient is responsible for fulfilling requirements for admission to the college or university of choice. The scholarship recipient must enter a post-secondary institution of higher learning no later than the fall term following the selection and award; otherwise, they forfeit the award. No award shall be carried over beyond twelve months from the date of acceptance. Recipients not completing the full academic year must request the institution to reimburse the Community Foundation of Northeast Alabama for any funds eligible for refund because of separation from the academic program.

Conditions: The Whitney Laine Gallahar Memorial Scholarship Guidelines are not a contract. No obligation or liability of any kind will be imposed upon a scholarship recipient; nor will the Community Foundation of Northeast Alabama, except as expressly stated in this document, assume any obligation or liability. These guidelines are subject to change; therefore, applicants should inquire if revised guidelines have been issued. Changes may impact the due date of the application documents. The Community Foundation respects the privacy and confidentiality of all personal information.

The Community Foundation will not; (1) accept applications that are presented after the due date; (2) contact students to locate missing documents such as transcripts, (3) contact students submission of LOA form; or, (4) contact students to provide proof of enrollment in order to receive payment.

Revised April 2013
Revised November 11, 2013
Revised December 6, 2016
Revised December 3, 2018
Revised January 10, 2020
Revised December 27, 2021