



COMMUNITY
FOUNDATION
of Northeast Alabama

J.W and Clarissa Pitts Memorial Scholarship Fund Guidelines



J.W. Sr. and Clarissa Pitts

Tribute: The Scholarship was created in remembrance of J.W. & Clarissa Pitts of Anniston, Alabama. For 27 years, J.W. Pitts served as minister at the former E & Christine Church of Christ (now Moore Avenue Church of Christ), and Clarissa worked at Cooper Elementary School in Anniston, Alabama. The Scholarship was established in 2020 by a group of professionals who attribute their careers, and successes to the Pitts' mentoring and now want to pay the nurturing forward.

Award: The scholarship benefits individuals pursuing an associate's, bachelor's degree. The award is for either part-time or full-time enrolled students to attend any accredited institution of higher learning in the United States. The award is non-renewable.

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 may include tuition, institutional room and board, books, and fees. The award is based on available assets; therefore, recipients are encouraged to apply for other available financial resources.

Eligibility: Graduating high school seniors of the Church of Christ faith and pursuing an undergraduate degree who have excelled academically, exhibited exceptional leadership potential, participated in community service activities, and demonstrated financial need. Priority (1) an African American member of the Church of Christ, or (2) an African American who is not a member of the Church of Christ faith, or (3) any member of the Church of Christ faith.

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 Community 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.yourcommunityfirst.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 its recommendations to the Foundation's Board of Trustees for their final approval.

Review Process: Students are required to submit the application packet online at www.yourcommunityfirst.org by **March 1**. Foundation staff will screen the application for clarity and completeness. The applications deemed by Foundation staff to be clear and complete will be presented to the Scholarship Review Committee for review and scoring. The Committee will score the applications. The scores and recommendations will be compiled by the 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.

An Award may not be renewed beyond the customary time period required for the completion of a degree: two years for an associate degree and four years for a bachelor's degree. An Award to a part-time Scholarship Recipient may not be renewed beyond six years of progressive study.

Formal Handwritten Thank You Card: Communications of gratitude for this award from scholarship recipients must be sent to the Foundation's address in care of Dr. and Mrs. Anthony Crawford.

The Community Foundation of Northeast Alabama
C/O Dr. and Mrs. Anthony Crawford
1701 Henry Road
Anniston, AL 36207

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 a refund because of separation from the academic program.

Conditions: The J.W and Clarissa Pitts Memorial Scholarship Fund 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.

Created October 15, 2021

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