



Jordan Theatre Company Senior Scholarships Application Program Overview

Step	Document	Deadline
Information about the scholarship program is displayed on the JTC website	Program overview, all forms, templates, checklists, policies and the rubric(s)	Year round
Deadlines and relevant dates for each year's scholarships program are set by the Executive Board and publicized on the JTC website	Senior Scholarships Timeline template	Before the start of term 1
Scholarship funding for the year is determined by the Executive Board (total amount to be given as scholarships)	None, JTC executive board will determine how this resolution is worded from year to year	First executive board meeting of semester 2
Scholarship information emails are sent from Jordan Theatre Company Booster Club to JTC seniors and their parents, alerting them to the scholarship program, advising the amount of scholarship funding available that year, and pointing out key steps and checklists	Sample information email	Within 1 week of semester one results being posted
Students complete and submit the Scholarship Applicant Eligibility Verification forms	<ul style="list-style-type: none"> • SAEV form • SAEV guidelines 	No later than March 1 each calendar year. Actual date is determined each year by JTC executive board
Jordan Theatre Company Booster Club notifies all applicants who submitted the SAEV form of whether they are eligible to apply for a JTC scholarship	Sample SAEV Status Notification Email	No later than 14 days after SAEV forms are submitted. Actual date is determined each year by JTC executive board
Students submit their scholarship applications with supporting materials to the Jordan Theatre Company Booster Club	<ul style="list-style-type: none"> • Application form • Application checklist 	No later than April 15. Actual date is determined each year by JTC executive board

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Scholarship Selection Committee is formed, and its members sign a Probity Declaration. Scholarship Selection Committee confidentially considers the applications and votes to decide who the recipients will be	<ul style="list-style-type: none"> • Scholarships Committee Composition Policy • Probity Declaration • Selection Rubric 	No longer than 1 full week before the annual year-end banquet
Scholarship recipients announced	Presentation check or certificate as designed each year by the JTC executive board	At the JTC annual year-end banquet
Recipients sign short agreement documenting terms and conditions of scholarship grant	Scholarships Agreement	As soon as possible and before any scholarship funds are paid
Scholarship funds are paid to recipients' college or institution of higher learning in accordance with the Payments Policy	Payments Policy	As soon as possible after graduating from Jordan High School, but no more than 2 years after graduating from Jordan High School
Documents are set aside to comply with IRS requirements	Document Handling Policy	Within 1 week of disbursement of scholarship funding
Jordan Theatre Company Booster Club Executive Board considers the efficacy of the Scholarships program in July each year, adjusting policies and procedures as appropriate and ensuring any adjustments are reflected in all relevant scholarship materials, including information about the program that appears on the JTC website. Policy and procedure must comply with IRS requirements and ensure the program never runs as a Donor Advised Fund. Scholarships coordinator (must not be a person related to a JTC senior) for the following year is appointed		July each year