



Jordan Theatre Company Senior Scholarships Overview

Jordan Theatre Company Booster Club awards scholarships to senior students who have made outstanding contributions to the theatre department during their high school career. The granting of scholarships occurs in accordance with the Scholarships Program developed by JTC's Scholarships Advisory Panel. This program is reviewed annually by the JTC Booster Club Executive Board and is designed to meet IRS requirements: (i) to protect the integrity of Jordan Theatre Company's s.501(c)(3) status, and (ii) prevent unwelcome tax burdens upon Jordan Theatre Company.

The total amount of scholarship funding to be awarded each year is set by JTC Booster Club's Executive Board during its first meeting of semester 2 each year. The amount is notified in an email to JTC Seniors and their parents/guardians within one week of Semester One grades being posted. This email will set out key deadlines and requirements of the scholarship process.

JTC Seniors need to determine if they are eligible to apply for a scholarship, and if so, they can proceed to apply. There are deadlines for determining eligibility and for applying. Students need to be aware of these deadlines and comply with them.

The number of students who will receive a scholarship, and the amount given to each of them is decided each year by a Scholarship Selection Committee, with reference to the Scholarship Selection Rubric. The Selection Committee has 5 people who are carefully selected each year by JTC's Scholarships Coordinator and approved by the JTC Booster Club Executive Board. Each Committee member must sign a Probity Declaration that ensures they will make decisions on an objective and non-discriminatory manner.

Recipients are announced at the JTC's year-end banquet and they will receive a presentation check or certificate at that time. Scholarship money is then paid directly from JTC Booster Club to each recipient's college, university, or other place of higher learning to be used for each recipient's academic expenses such as tuition fees. This does not have to be for theatre studies, or anything related to theatre.

A JTC Booster club member is appointed as the scholarships coordinator each year to manage the scholarship processes. In the absence of a coordinator being available, the JTC Booster Club President acts as the scholarships coordinator, provided they do not have a student in grade 12.

There are policies, forms, checklists, and guidelines developed to make the scholarship process fair, reasonable and clear.

The first JTC scholarships will be awarded in 2023. To account for disruption of COVID-19, and the JTC thespian point structure in 2020-21, the number of thespian points required to qualify for a scholarship in 2023 and 2024 is modified.



Jordan Theatre Company Sample Senior Scholarships Information Email

This email is sent by the Jordan Theatre Company Booster Club to all JTC seniors and their parents/ guardians within one week of senior Semester One results being posted

Dear Seniors and Parents / Guardians,

Jordan Theatre Company Booster Club Inc is pleased to award scholarships to senior students who have made outstanding contributions to the theatre department during their high school career. The total amount of scholarship funding to be awarded this year is \$[insert amount]. The JTC Scholarship Selection Committee will decide how many students will receive scholarships this year and the amounts to be given for each recipient. Recipients will be announced at the year-end banquet and receive a presentation check or certificate at that time. The actual scholarship funds will be paid directly to the recipients' various colleges to be used for the recipients' academic expenses. To be clear, in accordance with the JTC Senior Scholarships Payments Policy, scholarship funds are not paid directly to recipients.

There are several steps involved in applying for a JTC scholarship and these are set out in the JTC website [insert link to relevant page of website]. The critical dates you need to be aware of are [insert date for submission of SAEV form], which is the deadline for submitting the Scholarship Applicant Eligibility Verification Form and [insert date for submitting the scholarship application and supporting materials], which is the date for submitting the scholarship application form and the supporting materials.

In preparing the application, it will be helpful to see the **Selection Rubric**. This sets out the criteria that JTC's Scholarship Selection Committee will use when making its decisions.

It will take you a considerable amount of time to compile the relevant forms and supporting materials, so please read through everything as soon as possible to understand what is required and ensure your timely completion of all relevant steps. Ideally, your Scholarship Applicant Eligibility Verification Form will be handed to your counselor by [insert date which is four weeks before it is due to be handed in to JTC] as counselors may need up to three weeks to complete the form.

If you have any questions, please contact [insert name of JTC scholarships coordinator] on [insert email address].

Best wishes,

Jordan Theatre Company Booster Club Executive Board



Jordan Theatre Company Scholarships Applicant Eligibility Verification (SAEV) Form [insert year]

This form is used to confirm you are eligible to apply for a JTC scholarship. Please complete part 1 and hand it to your director. Your director will complete part 2 and return the form to you. Then, you need to hand the form to your counselor to complete part 3. After your counselor has returned the form to you, you need to photocopy it and place the original in the JTC safe by 3:00 pm on [insert deadline for SAEV form submission]. Please keep the photocopy in good condition as you will need to attach it to your scholarship application. Jordan Theatre Company Booster Club will complete part 4 and then the JTC Scholarships Coordinator will check this form and notify you by [insert deadline for notification of SAEV status] whether you are eligible to proceed to apply for a JTC Scholarship.

1. Student completes this section

Name _____
 Email address _____ Mobile no _____

2. Director completes this section

Student is an inducted member of the International Thespian Society Yes No (circle one)
 Student is in good standing with JTC (i.e. not breached requirements of JTC Handbook) Yes No (circle one)
 Number of thespian points student is expected to have earned by end of current academic year _____

Director's signature _____ Date _____

3. Counselor completes this section

Student is presently enrolled in a theatre arts course at Jordan High School Yes No (circle one)
 Student is expected to graduate this academic year Yes No (circle one)
 Student has a weighted GPA of 3.0+ Yes No (circle one)
 Student has an exemplary discipline record, with no misdemeanors pending review Yes No (circle one)

Counselor's signature _____ Date _____

4. Jordan Theatre company Booster Club Secretary completes this section

Student's parent / guardian is a current member of the Jordan Theatre Company Booster Club Yes No (circle one)
 Student is a current member of Jordan Theatre Company Yes No (circle one)
 By the end of this academic year, student will have been a member of Jordan Theatre Company for at least 3 years **OR** student has been at Jordan High School for less than three years but demonstrated a commitment to theatre at their previous school (letter from previous school required), immediately became a member of Jordan Theatre Company upon arrival at Jordan High School, stayed involved in Jordan Theatre Company after first joining and has met all other Jordan Theatre Company senior scholarship eligibility requirements Yes No (circle one)

Secretary's signature _____ Date _____



Jordan Theatre Company Senior Scholarships Applicant Eligibility Verification Guidelines

Prior to submitting your Application for a Jordan Theatre Company Booster Club scholarship, you need to get confirmation that you meet all of the scholarship eligibility requirements. Jordan Theatre Company Booster Club determines your eligibility by reviewing your Scholarship Applicant Eligibility Verification form (SAEV form). Here are the guidelines for the form.

1. Complete your personal information at part 1 of the SAEV form.
2. Take your SAEV form to your JTC director. Your director needs to complete part 2, sign it and return it to you. You will likely need to leave your SAEV form with your director. Students are responsible for checking back with their director to collect their signed SAEV forms in a timely manner.
3. Take your SAEV form to your academic counselor. Your counselor needs to complete part 3, sign it and return it to you. Counselor verification may take up to 3 weeks to process, so allow enough time. You will likely need to leave your SAEV form with your counselor. Students are responsible for checking back with their counselor to collect their signed SAEV forms.
4. Once you have collected your SAEV form from your counselor, make a **photocopy** of it.
5. Place your original SAEV form in the JTC safe by **3:00 pm on [insert deadline for SAEV form submission]**. Keep your photocopied SAEV form in good condition as you will need to submit this with your scholarship applications and supporting materials.
6. The Jordan Theatre Company Booster Club Secretary will complete part 4 of the SAEV form.
7. The Jordan Theatre Company Booster Club Scholarships Coordinator will review your SAEV form and notify you of whether you meet the scholarship eligibility requirements by **[insert deadline for notification of SAEV status]**.
8. If you are notified that you meet the scholarship eligibility requirements, you may proceed to submit an application. If you are notified that you do not meet the scholarship eligibility requirements, the reason why will be disclosed to you.



Jordan Theatre Company
Sample SAEV Status Notification Email (eligible students)

Dear [insert name],

Jordan Theatre Company Booster Club has completed its review of your SAEV form and confirms you are eligible to apply for a scholarship. Please refer to the Scholarships Application form, Scholarships Application Checklist and Selection Rubric (found on the JTC website) to understand what you need to do to complete and submit your application. The application is due by 3pm on [insert deadline].

Yours sincerely,

JTC Scholarships Coordinator



Sample SAEV Status Notification Email (ineligible students)

Dear [insert name],

Jordan Theatre Company Booster Club has completed its review of your SAEV form and confirms you are not eligible to submit an application for a scholarship because

- your SAEV form was not complete
- your SAEV form was not submitted within the time required
- the director has not verified that you are an inducted member of the International Thespian Society
- the director has not verified that you are in good standing with JTC
- the director has not verified that you have the minimum thespian points required (40 in 2023, 50 in 2024 60 in 2025 onwards)
- the counselor has not verified that you are presently enrolled in a theatre arts course at Jordan High School
- the counselor has not verified that you are expected to graduate this year
- the counselor has not verified that you have a weighted GPA of 3.0+
- the counselor has not verified that you have an exemplary discipline record, with no misdemeanors pending review
- you do not have a parent or guardian who is a current member of the JTC booster club
- you have not been a member of JTC for at least three years or you been at Jordan High School for less than three years but have demonstrated a commitment to theatre at your previous school (letter from previous school required), immediately became a member of Jordan Theatre Company upon arrival at Jordan High School, stayed involved in Jordan Theatre Company after first joining and have met all other Jordan Theatre Company senior scholarship eligibility requirements

Thank you for your interest in JTC's scholarship program. We wish you well in your future endeavors.

Yours sincerely,

JTC Scholarships Coordinator



Jordan Theatre Company Senior Scholarships Application [insert year]

Please ensure you have read the JTC Senior Scholarships Application Checklist to confirm you have met all requirements

Applicant name _____ Mobile no: _____

Email address: _____

Residential address: _____

Parent/guardian name: _____ Mobile no: _____

How many years have you been at Jordan High School?

1

2

3

4

Confirm you have attached these supporting materials to your application:

This application form, completed

Copy of SAEV form, parts 1-3 completed

Letter of recommendation 1, from _____ (insert name)

Letter of recommendation 2, from _____ (insert name)

Your original essay of 250 words or less, typed (MLA format) on the topic: *'How has being a part of the Jordan Theatre Company impacted my life?'*

Your resume

Showcase video 2-3 minutes in length in .mov or .mp4 format

Applicant's signature

Parent/guardian's signature

This form and all attachments must be placed in a sealed envelope marked 'Scholarship' and put in the JTC safe by 3.00pm, on [insert deadline].



Jordan Theatre Company Senior Scholarships Application Checklist

To apply for a Jordan Theatre Company Senior Scholarship:

- Confirm eligibility to apply for a scholarship using the Scholarship Applicant Eligibility Verification) by **[insert SAEV form date]**. Be aware this form may take up to 3-4 weeks to complete so please do not procrastinate. You will be advised by **[insert eligibility notification date]** whether you are eligible to apply for a JTC senior scholarship.
- Complete the Application Form.
- Attach an original essay of 250 words or less, typed (MLA format) on the topic: *'How has being a part of the Jordan Theatre Company impacted my life?'* Your essay should appear on single-sided, US letter-size paper.
- Attach two letters of recommendation. One letter must be from a JHS teacher. The second letter can be from a JHS teacher or other person, such as a mentor or community member, who can attest to your character and commitment to theatre arts. The letters must not be from a family member.
- Attach your resume. Please include all of your contributions to the Jordan Theatre Company and the theatre department at Jordan High School, as well as any theatre contributions you have made outside of the Jordan Theatre Company, community/volunteer service you have fulfilled, awards, and other talents. Your Jordan Theatre Company contributions will be given the most consideration when your application is evaluated, so be sure to include **everything** you can think of (involvement in shows as actors or technicians, PAC support, Thespian accomplishments, workshops, anything you think the selection committee needs to know about your involvement in the company). Your resume should appear on single-sided, US letter-size paper.
- Attach a 2–3-minute video (in .mov or .mp4 format) that showcases you, highlighting your commitment to theatre and your aspirations.
- Submit your application in one bundle to Jordan Theatre Company Booster Club. It needs to be in a single, sealed envelope marked 'Scholarship'. This needs to be placed in the JTC safe by **[insert application deadline]**.

In preparing your scholarship application, please refer to the Senior Scholarships Selection Rubric. It sets out what the judges must look for in assessing your scholarship application.



Jordan Theatre Company Senior Scholarships Selection Rubric 2025 onwards

| | | | | Total |
|--|---|--|---|----------------------|
| <p>Thespian Points This is the number of Thespian points earned by the applicant (up to 120)</p> <p style="text-align: right;">50%</p> | <p>The number of thespian points obtained or expected to be obtained by end of year (as certified by the Theatre Director) to be inserted here. Capped at 120. The points are added to the overall score</p> | | | 60-120 points |
| <p>JTC Contributions Interpreted by committee members, based on applicant's resume.</p> <p style="text-align: right;">20%</p> | <p>Resume reflects <u>consistent</u> contributions to JTC productions & projects</p> <p style="text-align: center;">1-20 points</p> | <p>Resume reflects <u>consistent & significant</u> contributions to JTC productions & projects</p> <p style="text-align: center;">21-40 points</p> | <p>Applicants resume reflects <u>exceptional</u> contributions to JTC productions & projects</p> <p style="text-align: center;">41-60 points</p> | |
| <p>Community contributions & achievements outside of JTC Interpreted by committee members; based on applicants resume.</p> <p style="text-align: right;">7.5%</p> | <p>Applicants resume reflects <u>consistent</u> community contribution and achievement outside of JTC</p> <p style="text-align: center;">0-5 points</p> | <p>Applicants resume reflects <u>consistent and significant</u> community contribution and achievement outside of JTC</p> <p style="text-align: center;">6-10 points</p> | <p>Applicants resume reflects <u>exceptional</u> community contribution and achievement outside of Studio VII</p> <p style="text-align: center;">11-15 points</p> | |
| <p>Essay Committee recognizes the essay is content-driven, not writing skills driven (this is not an academic scholarship).</p> <p style="text-align: right;">7.5%</p> | <p><u>Satisfactorily</u> meets the intent of the essay with some detail and reference to personal experience in JTC</p> <p style="text-align: center;">0-5 points</p> | <p>Meets the intent of the essay with <u>significant</u> detail and reference to personal experience in JTC</p> <p style="text-align: center;">6-10 points</p> | <p><u>Exceeds</u> the intent of the essay with <u>exceptional</u> detail and reference to personal experience in JTC</p> <p style="text-align: center;">11-15 points</p> | |
| <p>Two recommendation Letters Interpreted by committee members; can be averaged to reach one score.</p> <p style="text-align: right;">7.5%</p> | <p>Letters indicate a strong character with <u>potential</u> for growth in their future endeavors</p> <p style="text-align: center;">0-5 points</p> | <p>Letters indicate a strong character with <u>great potential</u> for growth in their future endeavors</p> <p style="text-align: center;">6-10 points</p> | <p>Letters indicate a strong character with <u>tremendous potential</u> for growth in their future endeavors</p> <p style="text-align: center;">11-15 points</p> | |
| <p>Showcase video Interpreted by committee members. 2-3 minute showcasing the candidate.</p> <p style="text-align: right;">7.5%</p> | <p><u>Satisfactorily</u> meets intent of video, with some detail in showcasing applicant, highlighting their commitment to theatre and their aspirations</p> <p style="text-align: center;">0-5 points</p> | <p>Meets intent of video, with <u>significant</u> detail in showcasing applicant and demonstrating significant commitment to theatre and substantial aspirations</p> <p style="text-align: center;">6-10 points</p> | <p>Exceeds intent of video, with <u>exceptional</u> detail in showcasing applicant, and demonstrating outstanding commitment to theatre and high aspirations</p> <p style="text-align: center;">11-15 points</p> | |
| Maximum score is 240 points | | | | |



Jordan Theatre Company Senior Scholarships Selection Rubric 2024 onwards

| | | | | Total |
|--|--|---|--|----------------------|
| <p>Thespian Points This is the number of Thespian points earned by the applicant (up to 120)</p> <p style="text-align: right;">50%</p> | <p>The number of thespian points obtained or expected to be obtained by end of year (as certified by the Theatre Director) to be inserted here and multiplied by 1.2. Capped at 120. The points are added to the overall score</p> | | | 60-120 points |
| <p>JTC Contributions Interpreted by committee members, based on applicant's resume.</p> <p style="text-align: right;">20%</p> | <p>Resume reflects <u>consistent</u> contributions to JTC productions & projects</p> <p style="text-align: right;">1-20 points</p> | <p>Resume reflects <u>consistent & significant</u> contributions to JTC productions & projects</p> <p style="text-align: right;">21-40 points</p> | <p>Applicants resume reflects <u>exceptional</u> contributions to JTC productions & projects</p> <p style="text-align: right;">41-60 points</p> | |
| <p>Community contributions & achievements outside of JTC Interpreted by committee members; based on applicants resume.</p> <p style="text-align: right;">7.5%</p> | <p>Applicants resume reflects <u>consistent</u> community contribution and achievement outside of JTC</p> <p style="text-align: right;">0-5 points</p> | <p>Applicants resume reflects <u>consistent and significant</u> community contribution and achievement outside of JTC</p> <p style="text-align: right;">6-10 points</p> | <p>Applicants resume reflects <u>exceptional</u> community contribution and achievement outside of Studio VII</p> <p style="text-align: right;">11-15 points</p> | |
| <p>Essay Committee recognizes the essay is content-driven, not writing skills driven (this is not an academic scholarship).</p> <p style="text-align: right;">7.5%</p> | <p><u>Satisfactorily</u> meets the intent of the essay with some detail and reference to personal experience in JTC</p> <p style="text-align: right;">0-5 points</p> | <p>Meets the intent of the essay with <u>significant</u> detail and reference to personal experience in JTC</p> <p style="text-align: right;">6-10 points</p> | <p><u>Exceeds</u> the intent of the essay with <u>exceptional</u> detail and reference to personal experience in JTC</p> <p style="text-align: right;">11-15 points</p> | |
| <p>Two recommendation Letters Interpreted by committee members; can be averaged to reach one score.</p> <p style="text-align: right;">7.5%</p> | <p>Letters indicate a strong character with <u>potential</u> for growth in their future endeavors</p> <p style="text-align: right;">0-5 points</p> | <p>Letters indicate a strong character with <u>great potential</u> for growth in their future endeavors</p> <p style="text-align: right;">6-10 points</p> | <p>Letters indicate a strong character with <u>tremendous potential</u> for growth in their future endeavors</p> <p style="text-align: right;">11-15 points</p> | |
| <p>Showcase video Interpreted by committee members. 2-3 minute showcasing the candidate.</p> <p style="text-align: right;">7.5%</p> | <p><u>Satisfactorily</u> meets intent of video, with some detail in showcasing applicant, highlighting their commitment to theatre and their aspirations</p> <p style="text-align: right;">0-5 points</p> | <p>Meets intent of video, with <u>significant</u> detail in showcasing applicant and demonstrating significant commitment to theatre and substantial aspirations</p> <p style="text-align: right;">6-10 points</p> | <p>Exceeds intent of video, with <u>exceptional</u> detail in showcasing applicant, and demonstrating outstanding commitment to theatre and high aspirations</p> <p style="text-align: right;">11-15 points</p> | |
| Maximum score is 240 points | | | | |



Jordan Theatre Company Senior Scholarships Selection Committee Policy

Jordan Theatre Company Senior scholarships are awarded according to the determination of a selection committee that is formed in accordance with the requirements set out in this policy.

1. The number of people on the committee will be 5, as follows:
 - one representative of the Jordan family (being the namesake family of our school) who is selected from year to year with the assistance of the principal of Jordan High School,
 - two parents of current JTC members who are not in the same grade and not in grade 12, and those parents must also be current members of the Jordan Theatre Company Booster Club,
 - two people who are current or former teachers of Katy ISD / members of the Katy ISD board of trustees (may include teachers from Jordan High School, provided they are not and have not been theatre teachers at Jordan High School or members of the Jordan family).
2. If one of the scholarship candidates in any given year is a member of the Jordan family, the scholarship selection committee in that year will be made up of 5 people, as follows:
 - three members of the Jordan Theatre Company Booster Club; one being a parent or guardian of a current grade 9 JTC member, one of a current grade 10 JTC member and one of a current grade 11 JTC member,
 - one current or former teacher of Jordan High School (theatre teachers excluded), and
 - three people who are current or former teachers of Katy ISD / members of the Katy ISD board of trustees (may include teachers from Jordan High School, provided they are not and have not been theatre teachers at Jordan High School).
3. Scholarship Committee members will be required to sign a Probity Declaration every year that they serve, as follows:

I declare that:

 - I have not, and will not, obtain any personal benefit from my decision making as part of the Jordan Theatre Company Scholarship Selection Committee,
 - I am not related to any senior student in the Jordan Theatre Company,
 - I will keep personal information about all of the Jordan Theatre Company scholarship applicants confidential, and
 - my decision making on the JTC Senior Scholarships Selection Committee will be objective and merit based. I will not discriminate against any applicant on the basis of race, color, religion, ancestry, national origin, gender, LGBTQ status or disability.

If any of the above arise, I will immediately advise the Scholarships Coordinator and recuse myself.
4. The people who form the Selection Committee from year to year will be endorsed by the JTC Executive Board upon recommendation of the Scholarships Coordinator.



Jordan Theatre Company Senior Scholarships Non-Discrimination Policy

This Policy is written to comply with IRS requirements and ensure no student is denied fair and reasonable opportunity to qualify for, apply for or be selected for a JTC Senior Scholarship on the basis of race, color, religion, ancestry, national origin, gender, LGBTQ status or disability.

Jordan Theatre Company Booster Club will ensure that none of its decisions, policies or practices in the administration of its Senior Scholarships Program amount, or lead, to discrimination against any student on the basis of race, color, religion, ancestry, national origin, gender, LGBTQ status or disability.

Determination of scholarships will be according to objective criteria that is merit based and not discriminatory.

Selection Committee Members will be required to sign a Probity Declaration that, amongst other things, confirms each member will not discriminate against any applicant on the basis of race, color, religion, ancestry, national origin, gender, LGBTQ status or disability and that, if discriminatory decision making does arise, they will immediately advise the Scholarships Coordinator and recuse themselves.



Jordan Theatre Company Senior Scholarship Agreement

Recipient: _____

Scholarship Amount: \$ _____

Date of Graduation: _____

Jordan Theatre Company Booster Club awards the Recipient a scholarship of up to the Awarded Amount in accordance with the following terms and conditions:

1. This is a non-renewing scholarship. The maximum value of the scholarship is the Scholarship Amount shown above. Once Jordan Theatre Company Booster Club has paid the Scholarship Amount for the Recipient's Educational Expenses in accordance with the Payments Policy or two years have elapsed since the Recipient has graduated from Jordan High School (whichever occurs first), there is no further scholarship funding to be provided under this scholarship.
2. This is a non-compensatory scholarship. The Recipient is not required to provide any sort of teaching, research or other services in order to benefit from the scholarship.
3. Payment is made directly to the Recipient's Eligible Education Institution (defined by IRS) in accordance with the JTC Senior Scholarships Payments Policy.
4. Scholarship funding is to be used exclusively for education expenses.
5. If paid funds have been diverted or otherwise used for a purpose other than the recipient's education expenses, the Recipient will repay those funds to Jordan Theatre Company as a liquidated debt due immediately. If the Recipient becomes aware of paid scholarship funds being diverted or otherwise used for a purpose other than the recipient's education expenses, the Recipient is obliged to immediately report it to Jordan Theatre Company Booster Club.
6. The Recipient is responsible for any liabilities or obligations incurred in connection with the scholarship, including, but not limited to, U.S. federal, state, or local income tax obligations.

Recipient's Signature

Date:

Recipient's Parent's Signature (if Recipient under 18)

Date:



Jordan Theatre Company Senior Scholarships Payments Policy

This Policy is written to comply with IRS requirements and ensure (i) no unintentional tax burden is placed upon Jordan Theatre Company Booster Club, and (ii) Jordan Theatre Company Booster Club is not obliged to monitor spending of the scholarship funds nor make efforts to recover funds where academic transcripts, expense reports and receipts are not furnished.

Recipients will be announced at JTC's year-end banquet and receive a presentation check or certificate at that time. Presentation checks are for display purposes only and cannot be banked.

Recipients are required to sign an Agreement (parents signs where students are under 18 years of age).

Actual scholarship funds will be paid directly to the recipients' various colleges or universities etc. to be used exclusively for the recipients' academic expenses in their pursuit of a degree. The college or university must be an Eligible Educational Institution (defined by IRS).

Jordan Theatre Company Booster Club will liaise with scholarship recipients to determine what college or other institution of higher learning they are attending after graduation and will then liaise with the bursar/accounts department at that institution to (i) seek agreement that scholarship funds paid to it will be used to defray the relevant student's education expenses, and (ii) determine how the funds can be paid.

JTC will make diligent effort to ensure scholarship funds are remitted to relevant colleges or other institutions of higher learning to benefit the scholarship recipients as intended. If all or part of the scholarship funds cannot be remitted as required by this policy, or used to defray the academic expenses of a scholarship recipient as intended, they will be returned to or kept by Jordan Theater Company Booster Club and, after two years from the date of a recipient's graduation, the recipient will have no further claim towards them.

For scholarship recipients who are foreign nationals, Jordan Theatre Company Booster Club will conduct due diligence at time of any proposed payment of scholarship funds for the benefit of that student to ensure that the recipient is not included on the Specially Designated Nationals List maintained by the Treasury Department's Office of Foreign Assets Control. No payment can be made for as long as the recipient is included on that list. However, payments of scholarship funds can be made whenever the name is not included on the list provided the payment occurs within two years of graduation from Jordan High School.



Jordan Theatre Company Senior Scholarships Document Handling Policy

This Policy is written to comply with confidentiality and IRS requirements for document retention relating to Scholarship Funds and to ensure confidentiality.

Jordan Theatre Company Booster Club will ensure that all documentation it receives in relation to Jordan Theatre Company's Senior Scholarships Program are kept confidential and disseminated only to the extent required for the administration of the program or as otherwise required by law.

Jordan Theatre Company Booster Club will ensure that electronic copies of the following documents are kept until the relevant 'destruction date':

- all information related to evaluation of applicants,
- identity of scholarship recipients,
- amount and purpose of each scholarship, and
- any follow up information obtained in supervising awards.

The 'destruction date' is calculated as the later of 10 years from the date of graduation from JHS.

Data must be removed from data processing equipment, such as computers and related media before it is transferred or disposed of. Data remains present on any type of storage device (whether fixed or removable) even after a disc is 'formatted', power is removed, and the device is decommissioned. Simply deleting the data and formatting the disk does not prevent individuals from restoring data. Sanitization of the media removes information in such a way that data recovery using common techniques or analysis is greatly reduced or prevented. All computer desktops, laptops, hard drives and portable media, must be processed for proper disposal upon decommissioning. Paper and hard copy records will be disposed of at the destruction date in a secure manner.

The Jordan Theatre Company Scholarship Advisory Group will, from year to year, ensure procedures exist and are followed that:

- address the evaluation and final disposition of sensitive information, hardware, or electronic media regardless of media format or type,
- specify a process for making sensitive information unusable and inaccessible. These procedures should specify the use of technology (e.g., software, special hardware, etc.) or physical destruction mechanisms to ensure sensitive information is unusable, inaccessible, and unable to be reconstructed,
- authorize the disposal of sensitive information or equipment. Such procedures may include shredding, incinerating, or pulp of hard copy materials so that sensitive information cannot be reconstructed. Approved disposal methods include:
 - Physical Print Media will be disposed of by one (or a combination) of the following methods:

- Shredding - media will be shredded using cross-cut shredders,
- Shredding Bins - disposal will be performed using locked bins located on-site using a licensed and bonded information disposal contractor,
- Incineration – Materials are physically destroyed using licensed and bonded information disposal contractor,
- o Electronic Media (physical disks, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) will be disposed of by one of these methods:
 - Overwriting Magnetic Media - overwriting uses a program to write binary data, sector by sector, onto the media that requires sanitization,
 - Degaussing - degaussing consists of using strong magnets or electric degaussing equipment to magnetically scramble the data on a hard drive into an unrecoverable state,
 - Physical Destruction – implies complete destruction of media by means of crushing or disassembling the asset and ensuring no data can be extracted or recreated.

IT documentation, hardware, and storage that have been used to process, store, or transmit confidential information will not be released from Jordan Theatre Company until it has been sanitized and all stored information has been cleared using one of the above methods.