

**J. D. BUTLER AND ALICE W. BUTLER MEMORIAL
SCHOLARSHIP FOUNDATION
GUIDELINES AND INSTRUCTIONS FOR COMPLETING APPLICATION**

NOTE: If you have already received funds from the BUTLER SCHOLARSHIP FOUNDATION you must request a RENEWAL APPLICATION. Contact sallyking@bellsouth.net or allisonleewagoner@bellsouth.net.

The J. D. Butler and Alice Butler Scholarship Foundation was created in 1976 through the generosity of Alice W. Butler in memory of their children Evelyn Butler, Reba Butler, and J.D. Butler, Jr. It was Mrs. Butler's expressed wish to assist students who graduated from Deerfield Beach High School and who do not have sufficient financial resources required to pay the cost and expenses of continuing their education. The Center for Scholarship Administration, Inc. (CSA), an independent, non-profit scholarship administration service, is administering this Fund for Wells Fargo Bank, N.A., Trustee.

DEADLINE

The online application must be submitted by **APRIL 15, 2014**. All additional required materials must be delivered to the Butler Scholarship Office (DBHS) no later than 2:30 pm, est. **APRIL 15, 2014**.

CRITERIA FOR APPLICANTS

To apply for this scholarship the applicant must meet all of the following criteria:

- Must be a graduate of Deerfield Beach High School, Deerfield Beach, FL.
- Must enroll full-time (12 credits) each semester.
- Must maintain a GPA of 2.0 for applicants who are currently HS seniors and 2.5 for applicants who are already in college or have already attended college.
- Must demonstrate academic ability and financial need.
- Must demonstrate traits of high personal character and leadership.

Certain persons may **not be eligible** to apply for this scholarship. Please read the following paragraphs carefully to determine your eligibility.

In order to avoid potential conflicts of interest or the appearance thereof and in order to avoid certain forms of self-dealing described in Section 4941 of the Internal Revenue Code, the following persons shall not be eligible to apply for or receive any scholarship offered by the J. D. Butler and Alice W. Butler Memorial Foundation Scholarship.

- Any member of the J. D. Butler and Alice W. Butler Memorial Foundation Scholarship Committee.
- The spouse of any Butler Scholarship Committee Member.
- The descendants of any Butler Scholarship Committee Member.
- The children, grandchildren and great-grandchildren of any Butler Scholarship Committee.
- The spouse of a child, grandchild or great-grandchild of any Butler Scholarship Committee.

Further, employees of Wells Fargo Bank, N.A., Trustee, or CSA and their spouses, descendants, children, grandchildren, great-grandchildren and the spouses of their children, grandchildren and great-grandchildren shall not be eligible to apply for or receive any scholarship offered by the J. D. Butler and Alice W. Butler Memorial Foundation Scholarship.

APPLICANTS MUST APPLY FOR FINANCIAL AID BY COMPLETING THE 2014-2015 FAFSA. THIS FORM SHOULD BE COMPLETED ONLINE AT www.fafsa.ed.gov. YOU MUST COMPLETE THE FAFSA AS SOON AS POSSIBLE IN ORDER TO GET THE SAR (STUDENT AID REPORT) BACK FROM FAFSA. YOU MAY START THE FAFAS PROCESS 1/1/2014. NOTE: If your parent's do not file Federal Income Taxes you must complete a Financial Waiver Form which will result in you forfeiting 40% of your possible award. (DELETE BLUE PORTION)

ADDITIONAL MATERIALS REQUIRED TO COMPLETE APPLICATION

In addition to this application you must submit other required materials to complete your application packet. Please make sure that your packet contains ALL of the items listed below:

HIGH SCHOOL SENIOR APPLICANTS MUST:

1. Complete the online portion of the scholarship application.
2. Submit a signed copy of the Terms of Agreement.
3. **Submit your complete SAR (Student Aid Report).** or submit a Financial Waiver. If your parents do not file Federal Income Taxes then you must submit a completed the Financial Waiver in which you will be forfeiting 40% of your possible award. (DELETE BLUE PORTION)
4. Submit your completed Student Activities Verification Form.
5. Submit your completed Outside School Activities Verification Form.

The application deadline for the 2014-2015 academic year is Monday, APRIL 15, 2014 at 2:30 p.m. All additional materials must be delivered to the Butler Scholarship Office by the deadline.

PROCESS OF SELECTION

The Butler Scholarship Committee shall give consideration to the respective ability, educational goals, career ambitions, and the relative financial need of the applicants as deemed appropriate by the Committee. Scholarships shall be awarded on an objective and non-discriminatory basis, with neither race, creed, color, sex, age, religion, national origin nor disability being considered. Selections are based on information received from the applicant and the additional materials postmarked by the deadline. Decisions of the committee are final and justification for recipient selection(s) by the Butler Scholarship Committee, CSA staff or Wells Fargo Bank, N.A., Trustee employees will not be disclosed under any circumstances.

QUALIFIED INSTITUTIONS

Recipients may attend any accredited, public or private, college, community college or university, wherever located within the United States, for undergraduate, graduate, and/or professional education and training.

The institution must be an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on. To the extent the institution is involved in the selection of the recipients (if at all), such involvement must comply with the Fund's policy of awarding scholarships on an objective and non-discriminatory basis as well as the Fund's Conflict of Interest Policy.

AWARD AMOUNTS

The number of recipients and the amount of the scholarships will be based upon the market value of the scholarship fund assets each year as determined by the Trustee. The award will be applied to tuition, fees, books, supplies and should not exceed these costs. Funds not credited to the recipient's account must be reimbursed to the J.D. Butler and Alice W. Butler Memorial Foundation Scholarship.

RENEWAL PROCESS

This scholarship can be received for a total of 8 semesters. Current recipients will receive renewal instructions in the mail. Candidates for renewal must maintain a minimum cumulative GPA of 2.5. A GPA below the required minimum at the end of ANY semester will result in the loss of the scholarship for that year.

Grade reports will be required at the end of the Fall Semester. The grade report must reflect the name of the student, the name of the college and the student's social security number. It is the responsibility of the student to request the grade report.

An official transcript will be required at the end of the Spring Semester. The transcript must reflect the name of the student, the name of the college and the student's social security number. It is the responsibility of the student to request the transcript.

Students withdrawing from college must provide CSA with a written explanation.

PAYMENT PROCESS

Should you be selected as a Butler Recipient for the 2014-2015 academic year checks will be made payable to and mailed directly to your college each semester.

You must comply with the instructions below for your checks to be processed:

➤ **To receive Fall 2013 payment you must:**

1. Submit your PAYMENT FORM for the Fall 2013 semester. Go to www.csascholars.org home page to print form. Sign and submit form to the registrar at your college. It is your responsibility to follow up with your school to be sure the form is submitted to the Scholarship Director. *NOTE: No Funds will be sent to your college until we have your completed PAYMENT FORM.*

➤ **To receive Spring 2013 payment you must:**

1. Submit your GRADE REPORT or TRANSCRIPT through the Fall 2013 semester.
2. Submit your PAYMENT FORM for the Spring 2014 semester. Go to www.csascholars.org home page to print form. Sign and submit form to the registrar at your college. It is your responsibility to follow up with your school to be sure the form is submitted to the Scholarship Director.

NOTE: No funds will be sent to your college until we have a copy of your grades and completed PAYMENT FORM.

MISCELLANEOUS INFORMATION

In the event of serious malfeasance, breach of traditional conduct, failure to provide required materials, or conduct involving moral turpitude, a scholarship may be terminated at any time within the discretion of the Butler Scholarship Committee, whose decision shall be final and binding.

These procedures may be amended at any time by the Trustee or the Butler Scholarship Committee.

**J.D. BUTLER AND ALICE W. BUTLER MEMORIAL SCHOLARSHIP
FOUNDATION APPLICATION**

(Sample template for Ray to build online app)
APPLICATION FOR NEW APPLICANTS ONLY

Complete this section regarding personal information

First Name _____ MI _____ Last Name _____

FULL SS# _____ - _____ - _____

Date of Birth _____ / _____ / _____

Country of Citizenship _____

(You must submit CURRENT copy of your Green Card or Student Visa if you are not a U.S. Citizen)

Home Address (Street) _____

Home Address (Apt #) _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email address _____

Complete this section regarding your college plans for the academic year 2013-2014.

Name of college planning to attend _____

Location of college _____
City St

Classification for upcoming Fall term 2014 Fr, So, Jr, Sr _____

Anticipated date of college graduation _____ / _____
Month Year

My college is classified as 4 year 2 year (technical, community)

During the academic year I plan to live: at home on campus/away from home

TRUST TERMS ADD