



# Byron E. Morris Foundation Scholarship Program Guidelines

The Byron E. Morris Foundation is a nonprofit organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The Foundation operates exclusively for charitable and educational purposes consistent with its governing documents and applicable law.

The Foundation exists to provide post-secondary educational scholarships to eligible descendants of members of the Phi Delta Sigma fraternity of the College of Wooster, honoring the memory of Byron E. Morris and promoting the values of Loyalty, Pride, and Discipline.

The Foundation's primary scholarship purpose is to support the lineal descendants of members of Phi Delta Sigma. When the Foundation's Board of Directors determines that sufficient financial resources are available, the Foundation may also award scholarships to eligible collateral descendants of Phi Delta Sigma members.

## 1. **Definitions-** For purposes of the Foundation's scholarship program, the following definitions apply:

**Member of Phi Delta Sigma-** A Member of Phi Delta Sigma is an individual who was formally initiated into the Phi Delta Sigma fraternity at the College of Wooster.

Membership for purposes of scholarship eligibility is based upon initiation into Phi Delta Sigma and does not require graduation from the College of Wooster.

When identifying a Phi Delta Sigma member in connection with a scholarship nomination, the member's graduation year and/or initiation year, if known, should be provided.

**Immediate Family Member-** For purposes of the Foundation's scholarship nomination process, an immediate family member of the student includes:

- A parent or legal guardian
- A stepparent
- A sibling or stepsibling
- A spouse

**Lineal Descendant-** A lineal descendant is a person who descends directly from a member of Phi Delta Sigma through successive generations.

This includes a member's:

- Child
- Grandchild
- Great-grandchild
- Subsequent direct descendants

For purposes of these guidelines, legally adopted descendants are treated in the same manner as biological descendants.

**Collateral Descendant-** A collateral descendant is a person related to a member of Phi Delta Sigma through the member's family but who is not a direct descendant of that member.

For purposes of the Foundation's scholarship program, collateral descendants include:

- Nieces and nephews
- Grandnieces and grandnephews
- Subsequent descendants of the member's siblings

Lineal descendants receive priority over collateral descendants when scholarship awards are determined.

## 2. **Student Eligibility-** To be considered for a Foundation scholarship, a student must:

Be an eligible lineal descendant or, when the Board has determined that sufficient funds are available, an eligible collateral descendant of a member of Phi Delta Sigma; and at the time of nomination, have either:

- Applied to one or more accredited post-secondary educational institutions; or
- Be currently enrolled in an accredited college, university, trade or technical school, or accredited adult education program.

**3. Nomination Requirements-** Candidates for a Foundation scholarship must be nominated by a member of Phi Delta Sigma.

The Phi Delta Sigma member submitting the nomination **may not** be an immediate family member of the student being nominated.

The nominating member does not need to be the Phi Delta Sigma member through whom the student establishes eligibility. For example, a student may establish eligibility through a grandfather who was a Phi Delta Sigma member while being nominated by another eligible Phi Delta Sigma member who is not part of the student's immediate family.

A student may be nominated in successive years provided the student continues to satisfy the Foundation's eligibility requirements.

At the request of the nominating member, the Foundation will make reasonable efforts to keep the identity of the nominating member confidential from the student.

**4. Information Required for Nomination-** At the time of nomination, the nominating member should provide the following information:

Student Information

- Student's full name
- Mailing address
- Email address
- Telephone number
- Post-secondary institution currently attending or institutions to which the student has applied

Phi Delta Sigma Relationship- The nomination should identify the Phi Delta Sigma member or members through whom the student's eligibility is established by providing:

- Member's full name
- Graduation year and/or initiation year
- Available contact information
- Student's relationship to the member

Statement Supporting the Nomination- The nominating member should provide a detailed explanation of why the student should be considered for a scholarship.

The statement may address such matters as:

- The student's educational or career goals
- Academic accomplishments
- Leadership, service, employment, or extracurricular activities
- Demonstration of the values of Loyalty, Pride, and Discipline
- Financial circumstances
- Significant obstacles or challenges
- Unique circumstances involving the student or the student's family
- Other information the nominating member believes the Board should consider

The absence of any of these 3 essential components may disqualify an otherwise eligible student.

**5. Additional Information-** The Foundation's Board of Directors may request additional information when reasonably necessary to evaluate a nomination, verify eligibility, or determine an appropriate scholarship award. Depending upon the circumstances, requested information may include:

- FAFSA Submission Summary or other documentation of financial need
- Parent or guardian contact information, when appropriate
- Official or authorized high school, college, or post-secondary transcript
- GED documentation
- ACT or SAT scores, when relevant
- Letter or other documentation of acceptance into a post-secondary institution
- Reasonable documentation of student or family income when financial need is being considered
- A personal interview with the student
- An interview with the nominating member

- Additional recommendations from Phi Delta Sigma members, teachers, coaches, employers, etc.
  - A list of other scholarships or educational financial assistance awarded to the student
  - Other information reasonably necessary to evaluate the nomination
- The Foundation will seek only information reasonably related to scholarship eligibility and selection and will handle personal and financial information in accordance with applicable privacy and record-management practices.

**6. Scholarship Selection Criteria-** The Foundation's Board of Directors will review and establish scholarship selection criteria annually based upon the Foundation's charitable purpose, available financial resources, the number and qualifications of nominees, and other relevant considerations.

Each nomination will be evaluated individually.

In making scholarship decisions, the Board may consider factors including:

- Whether the student is a lineal or collateral descendant of a Phi Delta Sigma member
- The nature of the student's relationship to Phi Delta Sigma
- The student's educational and career goals
- Academic achievement and educational progress
- Leadership, service, employment, and extracurricular activities
- Evidence that the student demonstrates values consistent with Loyalty, Pride, and Discipline
- Financial need, when applicable
- Significant challenges or unique circumstances affecting the student or family
- Scholarships or educational assistance already available to the student
- Previous scholarships received from the Foundation
- The Foundation's available financial resources
- Other relevant circumstances consistent with the Foundation's charitable and educational purposes

Lineal descendants will receive priority over collateral descendants.

The Board may consider a nominating member's history of involvement with and support of the Foundation when appropriate; however, no scholarship will be awarded or denied based upon whether a student, parent, family member, or nominating member has made a financial contribution to the Foundation.

## 7. Conflicts of Interest

Scholarship decisions should be made fairly and in the best interests of the Foundation and its charitable mission. A member of the Foundation's Board of Directors who has an immediate family relationship with a scholarship candidate, or who otherwise has a material personal interest in the selection of a candidate, should disclose that relationship or interest.

The Board member should not participate in the evaluation, discussion, or vote concerning that candidate except to provide factual information requested by the remaining Board members.

Scholarship decisions will be made by the disinterested members of the Board in accordance with the Foundation's applicable conflict-of-interest policies.

**8. Scholarship Awards-** The number and amount of scholarships awarded each year will be determined by the Foundation's Board of Directors based upon:

- Available Foundation resources
- The number of qualified candidates
- The circumstances of individual candidates
- The Foundation's annual scholarship criteria
- The Foundation's responsibility to maintain its long-term financial viability

The Foundation is not required to award a specific number or dollar amount of scholarships in any particular year.

A previous scholarship award does not guarantee a future award.

Students who continue to meet eligibility requirements may be nominated and considered in subsequent years.

**9. Payment of Scholarships-** Scholarship awards will generally be paid in September following selection of the recipient.

The Foundation will determine the appropriate method of scholarship payment consistent with applicable law, tax requirements, institutional requirements, and the Foundation's policies.

Recipients will be notified of any documentation or verification required before scholarship funds are distributed.

**10. Board Authority-** The Foundation's Board of Directors retains responsibility for administering the

scholarship program in accordance with the Foundation's governing documents, charitable purpose, and applicable law.

The Board may:

- Verify a candidate's eligibility
- Request reasonable additional documentation
- Establish annual scholarship criteria
- Determine the number and amount of awards
- Resolve questions concerning interpretation of these guidelines
- Modify scholarship procedures when necessary to protect the Foundation and further its charitable mission

Any such actions must remain consistent with the Foundation's governing documents and its obligations

## **11. General Statement**

The Byron E. Morris Foundation seeks to honor the memory of Byron E. Morris and the traditions of Phi Delta Sigma by helping eligible descendants pursue education and training beyond high school. Through its scholarship program, the Foundation seeks to recognize deserving students, support their educational development, and encourage the continued values of:

**Loyalty. Pride. Discipline.**