

JAGA DIRECTOR'S GUIDELINES

Sponsoring a Potential JAGA Scholar

Sponsoring a JAGA Scholar applicant may be the most important action you will take as a JAGA Director. Sponsorship begins long before you receive a request from a hopeful scholar.

- One of the primary goals of the JAGA Charitable Trust is to include as many JAGA member organizations in the scholarship program as possible. A JAGA member organization may submit up to two applicants for scholarship consideration. Based on the number of scholarships available, in that specific year, a maximum of one scholarship per JAGA member organization may be awarded. If additional scholarships are available, a second scholarship that has been submitted by a JAGA member organization will be considered.
- One of the matrix's scoring criteria is based on, the organization you represent, and its support of JAGA. To attain the maximum benefit for a scholarship applicant that you have submitted, your organization's support of JAGA maybe shown in several ways. First by volunteering to work in JAGA tournaments. Secondly, get involved with JAGA by joining one of the JAGA's committees. Finally, to maximize your applicant's chance of receiving a scholarship, you and the organization you represent, need to raise funds for JAGA Charitable Trust's scholarship program.
- You have now laid the ground work for when you are requested by a student, parents, grandparents, or an interested friend to sponsor a young person for a JAGA Scholarship. The following guidelines will be helpful in successfully sponsoring a scholarship applicant:

Action Date - January/February: Remember the parents, grandparents, employees or whoever else are not requesting a scholarship. The student or Assistant Golf Professional are requesting a scholarship and you need to know the applicant. Arrange a meeting with the applicant at a location where you can explain the submission process, time schedule, answer any questions and get to know the applicant's goals and dreams. This meeting is critical and may assist you in your decision to sponsor the applicant or not sponsor the applicant.

Action Date - January/February: Provide the applicant with the application forms. The applicant may complete and print his or her Free Application for Federal Student Aid (FAFSA) online and, after filing, they will receive the Expected Family Contribution (EFC) form which must be submitted with the application package.

Action Date - March 31st: If the package reflects an applicant with the high standards we have set for our scholars, sign the application, prepare a letter of recommendation and forward the package to the Scholarship Chairman. If using the U.S. Postal Service, it is recommended that you require a receipt signature. Make two copies of the final application package - one for the applicant and one for your files. *All applications are due no later than March 31st; no exceptions.* Directors: Please obtain the current scholarship application forms by going to the Scholarship form under the Scholarship section on the JAGA website. If you have any questions

about the process, please contact **Ken Hicks at 904-230-2624 or kenrhicks@bellsouth.net**. A completed Scholarship Application Package consists of:

- Application for JAGA Charitable Trust Scholarship
- Signed copy of Requirements for Scholarship Grants
- Family Background form
- Release of Information Authorization
- High School Transcripts (up to application date)
- High School Diploma (when available)
- Letter of Acceptance from the applicable university
- Letter of Recommendation from the applicable JAGA Director
- Letter requesting a JAGA Scholarship prepared by the applicant
- Expected Family Contribution (EFC) obtained after completion of the *Free Application for Federal Student Aid (FAFSA)*

Action Date – April 30th: During the first week in April the Scholarship Chairman will contact all of the applicants to schedule an interview with the JAGA Charitable Trustees. The interviews last approximately 15 minutes.

The Scholarship Chairman will notify the appropriate Directors with the results of their student applicants. Those applicants who are not awarded a scholarship will receive a letter, with a copy to the Director, from the Chairman of the Scholarship Committee notifying the student of our decision. For students who have been awarded a JAGA scholarship a packet will be sent to the Director to be delivered to the students for their signature.,