John S. Lyons Memorial Foundation

Scholarship Policy

The John S. Lyons Memorial Foundation Scholarship for Children of Union Members (hereafter "Program") supports higher education and upward mobility by offering a scholarship program for children of union members who are high school seniors. The Scholarship Program for Children of Union Members in good standing with their local union is a competitive program offered to children and legal dependents of union members ("Recipients"). Scholarships are offered for students who will continue their education at a trade or technical school, community college or four year university or college. The following is the John S. Lyons Memorial Foundation Scholarship policy for determining eligibility for the Scholarship and how recipients for the scholarship will be determined. Recipients must meet both the Student Eligibility Requirements and have a Parent or Guardian who meets the Parent-Guardian Eligibility requirements described below.

Student Eligibility Requirements

In order to be eligible for the Program the Recipient must meet all of the eligibility requirements below on the date of high school graduation, irrespective of when the winning recipient is determined. The Eligibility for the Student Recipient is as follows:

1. Must be the child or legal dependent of a union member in good standing with her or his local union (as described under Parent-Guardian Eligibility below);
2. Must be a senior who will be graduating from high school in the academic year she or he applies;
3. Must have a 3.0 or better grade point average GPA on a 4.0 scale (or equivalent thereof as determined under the sole discretion of the Labor's Alliance) with an official transcript from any high school;
4. Must have community and/or extracurricular school activities as well as demonstrating a potential for full-time college-level courses;

5. Must have applied or plan to enter an accredited college or other higher education program on a full-time basis for the whole academic year which follows his or her graduation.
6. Recipient and/or Parent- Guardian must be able to attend the John S. Lyons Memorial Banquet in September to accept scholarship.

Parent-Guardian Eligibility:

In order to be eligible for the Program the Recipient's Parent-Guardian must meet all of the eligibility requirements below on the date of application. The Eligibility for the Parent-Guardian is as follows:

1. At least one parent or guardian must be a member in good standing with a local union in San Diego or Imperial County. An official at the member's local union must verify in a signed letter that the member is in good standing. The child of any union member in good standing is eligible to apply
2. Union membership of a second parent or guardian may be considered as a tie-breaker at the discretion of the Scholarship Foundation.

The Application Process

In order to apply for the Scholarship the applicant need to complete the steps below. John S. Lyons Memorial Foundation is not responsible for applications lost, misplaced or delayed through the mail or other delivery services. It is the sole responsibility of the applicant to ensure receipt of any application or materials. The following is the application procedure.

1. Complete a John S. Lyons Memorial Foundation Scholarship Application with your personal and academic information attaching additional sheets of paper if needed. Include your name and address on all attachments.
2. Attach the official transcript of grades from your high school.
3. Supply two Letters of Recommendation from your teacher, advisor, school, counselor, employer, work supervisor or long-term family friend who knows you and your accomplishments.

4. Write a 500 - 750 word essay on the labor topic assigned for the year's competition. The topic will be chosen by the Trustees and will be available with the John S. Lyons Memorial Foundation Scholarship Application.
5. Submit a letter from the appropriate Local Union confirming the parent/guardian's good standing status.
6. Only the information you provide in this packet will be considered in choosing the winning applicant. Mail or deliver your application, essay, transcripts, letters of recommendation to:

John S. Lyons Memorial Foundation
3737 Camino del Rio South, Suite 202
San Diego, CA 92108

Applications and their attachments for the scholarship must be hand-delivered no later than **4:00 pm on Friday, January 29, 2016** or postmarked on or before that date if mailed.

The Selection Process:

To maintain impartiality in the selection of recipients, the program is administered by John S. Lyons Memorial Foundation with participation of Labor Education Fund Trustees at the finalist stage. Selection of the Recipient will be made in accordance with the procedures below.

1. John S. Lyons Memorial Foundation Scholarship Committee considers both academic criteria and service to school and community. Academic achievement will be evaluated based on GPA, SAT test scores and class ranking. School and Community service will consider all aspects of citizenship including leadership, work experience, letters of recommendation, extracurricular sports and activities, career and education goals.
2. Only information appearing in the Application Packet discussed above will be considered so it is the student's responsibility to make sure the John S. Lyons Memorial Foundation has all of the required documents.
3. John S. Lyons Memorial Foundation Scholarship Committee is solely responsible for evaluating applications. It will identify 5-10 finalists for the scholarship. The Labor Education Fund Trustees may interview the finalists. Each member of the committee will individually rank the candidates before discussion to determine the conditional winner and at least one alternate. The John S. Lyons Memorial Foundation will contact the winning recipient by mail and the alternate upon decision by the Committee.

4. The conditional winner of the scholarship will be announced at the John S. Lyons Memorial Banquet annual dinner each year.
5. While the scholarship recipient and any alternate(s) are chosen in March, the winner must meet all Eligibility Requirements at the time of high-school graduation.
6. The first alternate will receive the scholarship funds if the chosen recipient does not meet the grade or another eligibility requirement of the Scholarship at the end of the academic year. The first alternate also needs to meet the eligibility requirements at graduation.
7. Likewise, continued scholarship assistance to the recipient requires eligibility at the end of any college (or other qualified post-high school education) academic year to receive the funds; and such further assistance is limited to a maximum of three (3) additional years in accordance with the continuing scholarship policy below.
8. If funds allow, more than one scholarship may be given in any year at the discretion of the Labor Education Fund Trustees.

Use of Scholarship Funds

Scholarship funds may be used for undergraduate college expenses such as tuition and fees, books, computers or required equipment or room and board. Students may choose any major or area of study. This scholarship may also be given to students who plan to attend an accredited vocational or technical school or learn a trade including but not limited to pipe-fitting, auto mechanics, welding, emergency medical technician, computer programming or police work.

Payment of Awarded Scholarship and Amount

Scholarships are paid annually through the college or trade school of the Recipient's choice within thirty (30) days of enrollment. If the student drops out of school or is no longer a full-time student before the end of the school year or does not re-enroll, she or he will forfeit any future award. The Labor Education Fund Trustees will have discretion to determine the amount of the award each year because the money going into the Scholarship Fund varies with the stock market and earnings of the Labor Education Fund whose principal is to be permanently administered and invested by San Diego Foundation. While the scholarship amounts typically range between **$1000 and $2500**, amounts will be determined by funds available by the sole discretion of the Labor Education Fund Trustees.

Continuing Scholarship

The recipient may receive additional scholarship funds for up to three (3) more years of education if he or she continues to meet the eligibility requirements including full-time student status and a cumulative college GPA of 3.0 or better on a 4.0 scale (or what John S. Lyons Memorial Foundation determines to be the equivalent at schools using alternate grading.) In order for the Recipient to receive the continuing scholarship the Recipient needs to contact the John S. Lyons Memorial Foundation by the 1st of July before the start of the next academic school year. John S. Lyons Memorial Foundation will contact the Recipient in the following August to inform the Recipient if they will be receiving the continuing scholarship. Receipt of the continuing scholarship in one year does not guarantee Recipient of receiving additional funds or the same amount of funds for any additional years. The continuing scholarship is subject to the sole discretion of Labor Education Fund Trustees and availability of funds. Should our recipient fall below the required GPA at the end of any college school year, John S. Lyons Memorial Foundation will terminate all future assistance to her or him. Should our recipient fail to be a full time student for reasons other than health, John S. Lyons Memorial Foundation retains the discretion to terminate all future assistance.

Program Limits

Labor Education Fund and the John S. Lyons Memorial Foundation each retain the right to change or terminate this program at any time. The John S. Lyons Memorial Foundation may terminate the scholarship of any recipient at its discretion for any reason including but not limited to criminal conviction, conduct that the donors or The John S. Lyons Memorial Foundation considers inconsistent with labor values and/or prevailing norms. Once submitted, the application becomes the property of the John S. Lyons Memorial Foundation. All information will be kept private except the following:

1. Applications of the finalists will be shared with Labor Education Fund.
2. The name, name of the parent-guardian(s), high school, college of choice and anticipated course of study of the wining Recipient and Alternate may be shared by union publications.

3. Any lawful disclosure required by the John S. Lyons Memorial Foundation pursuant to any judicial request, IRS request, subpoena, or any other reason where disclosure would be required by law.