



Texas 4-H Youth Development Opportunity Scholar Handbook

Scholar Note:

Congratulations on receiving a Texas 4-H Foundation Opportunity Scholarship. We are proud of your success, and we wish you the best as you enter and continue your collegiate career. This all would not have been possible without the support of our donors who have committed their financial resources to help build the mission and values of our Texas 4-H Programs. Take a moment to thank your donors. Their contribution allows you to become the leaders of tomorrow.

As a recipient of a Texas 4-H Foundation Opportunity Scholarship you must meet certain requirements to keep your scholarship in good standing. This handbook is designed to help you understand your responsibilities as a scholar recipient. The information provided will answer many of the questions you may have about your scholarship.

If you have any questions about your scholarship, please email texas4hfoundation@ag.tamu.edu.

Sincerely,

The Texas 4-H Foundation Staff

Contact Information:

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION

Office Hours: Monday through Friday 8AM - 5PM

Mailing Address:

P.O. Box 11020

College Station, TX 77842

Physical Address:

Rellis Campus

1504 6th Street

Bryan TX 77807

Phone: 979-845-1213

Email: texas4hfoundation@ag.tamu.edu

Website: www.texas4hfoundation.org

Tips for Success:

Read your handbook.

Many of the questions we receive are clearly outlined in this handbook. If you should lose your handbook, it is also located on our website under Scholarship Resources.

Contact the Foundation if needed.

The Texas 4-H Foundation staff are here to help you. We are available to answer questions and provide clarification.

Make sure you know and meet the deadlines for reporting.

The due dates are clearly stated in this handbook. Vacations are not valid excuses for late reporting, so please take care of your scholarship before you depart. If your information is not received by the deadline, you will be penalized.

Be patient.

Please understand that we have hundreds of packets of scholar information to go through and will mail checks as soon as we process all scholar paperwork.

Remember that this is your responsibility.

We prefer that all questions and concerns regarding your 4-H Scholarship come directly from you, the scholar, not your parents or guardian.

If you graduate early, you can still use your money.

If you graduate early, you are eligible to use the remainder for graduate school, med school, law school, vet school, etc. You must contact the Foundation to let us know what you plan to do. If you graduate early and do not go to graduate school, you may request a double payment up to two semesters before you graduate. May vary depending on donor.

Keep your profile updated with current information.

It is your responsibility to update your profile information if you have a new email address or phone number. Reminders will go to the email we have on file.

The following scholarships are **NOT paid out by the Foundation. If you are one of the following scholars, please reach out to their scholarship staff.**

- Houston Livestock Show & Rodeo
- Fort Worth Stock Show & Rodeo
- Buccaneer Commission
- Rodeo Austin
- San Antonio Livestock Exposition
- Garland and Mildred Powers Memorial

FAQs:

If I do not meet the hour or GPA requirements, will I lose my scholarship?

No, you will not lose your scholarship. You will be placed on probation for the upcoming semester and will not receive funds. Your funds will be added to the end of your scholarship pay schedule.

I'm graduating early, can I request a double payment?

Yes, you may request a double payment. Foundation scholars can request a double payment for the last two semesters and extend payments into graduate school if needed. You must request this in your semester funds request. This may vary depending on your specific scholarship donor.

I missed the reporting deadline. What do I do now?

If you missed the deadline, you will be placed on probation for that semester and may resume your scholarship the following semester. Your funds will be added to the end of your scholarship pay schedule.

I am graduating early; can I use my remaining funds for graduate school?

Yes, you can! You will just need to continue to report and update your college information.

I don't have my schedule complete and the deadline for the report is approaching. What do I do?

Go ahead and report and submit what you have. In the notes section, state that you are still working to complete your schedule and submit it as soon as you have it.

I have decided to take time off from school/joined the military. Will I lose my scholarship?

You are allowed to hold your scholarship for up to 2 semesters. After that, yes, you would forfeit your scholarship. *The 2-semester hold cannot be your first year, unless there are extenuating circumstances. You can request an exemption with the Foundation.

I have reported on time, but I have not seen my funds in my school account. What do I do?

We have found that some schools code the scholarships in such a way that you may not realize it is your scholarship. Contact your financial aid office to look at your account together as often it is there. If you are approaching the deadline for payment at your school and you have not received your funds, please reach out to our office.

I have decided to attend a college/university outside of Texas, will I lose my scholarship?

Yes, if you decide to transfer to a college/university outside of Texas, you will forfeit your scholarship.

I am transferring to another college/university in Texas. What do I need to do?

You will just need to update your college information when you report for the next semester.

Guidelines:

In order to accept and maintain a Texas 4-H Scholarship, each scholar is required to provide documentation and information to the Texas 4-H Youth Development Foundation (hereinafter referred to as “Foundation”) and their donor at the conclusion of the fall and spring semesters. Please read this section with the utmost care and attention to ensure that the status of your scholarship will not be jeopardized.

General Policies

1. Enrollment Requirements

- For the duration of the scholarship, the scholar must enroll in and pass a minimum of 12 credit hours each fall and spring semester at an accredited Texas college or university. Failure to maintain the minimum hours will result in probation.

2. Academic Requirements

- Scholars must maintain a cumulative minimum grade point average (GPA) of 2.0 on a 4.0 scale each semester. Scholars cannot substitute grades from previous semesters with the new grades for the same course. Failure to maintain the minimum GPA will result in probation.

3. Scholarship Restrictions

- All 4-H Scholarships can be organized into 3 main categories. Below are these categories which have specific restrictions for the scholars:
 - 1) Baccalaureate: Scholars must maintain a major that will lead to the attainment of a bachelor's degree at an accredited Texas college or university throughout the duration of the scholarship. Funds can also be transferred over to graduate school.
 - 2) Technical: Scholars must maintain a field of study that will lead to the attainment of a technical degree or a certification at an

accredited Texas college or university throughout the duration of the scholarship. Scholarships can be used for the attainment of an associate degree.

- 3) Courageous Heart: Scholars must maintain a major that will lead to the attainment of a bachelor's degree, associate degree, or a technical certification at an accredited Texas college or university throughout the duration of the scholarship.

4. Community or Junior College Requirements

- Enrollment in a community or junior college is permissible for scholars awarded a 4-year scholarship. Scholars must enroll in courses consistent with the pursuit of a 4-year degree. Enrollment is limited to 4 semesters after which the scholar must transfer to a 4-year institution.
- Depending on the scholarship awarded, there may be additional restrictions for scholars regarding university/college and/or degree choice. Failure to comply with university/college and/or degree restrictions will result in forfeiture of scholarship. Any changes in university/college and/or degree must be reported to the Foundation via the scholarship portal by the appropriate reporting deadline.

Reporting Policies

1. Scholarship Portal

- Each scholar is required to maintain a current profile on the Texas 4-H Foundation Scholarship Portal. DO NOT set up multiple profiles. The same profile will be used to manage your scholarship(s). This online portal will also be where scholars will upload all necessary reporting documents (copies of transcripts, donor correspondence, schedules, etc.) ALL DOCUMENTS MUST BE IN PDF FORMAT. Any items uploaded in non-pdf format will be rejected. Failure to provide this documentation or maintain your profile by the stated deadlines may result in payment penalties,

probation, and/or forfeiture of the scholarship. You can always find the link and access the scholarship portal by going to the Texas 4-H Foundation Scholarship page.

- It is important to save the page link and your login information as you will use this portal each semester.

2. Contact with Donors

- Scholars are required to correspond with donor(s) through a Progress Letter at least 2 times per year. A copy of this correspondence must also be provided to the Foundation via the scholarship portal. A list of donors, along with their mailing addresses, can be found at the end of this handbook. Failure to meet this requirement may result in payment penalties, probation, and/or forfeiture of the scholarship. Upon receipt of final payment, the scholar is asked to send a final thank you letter to their donor.
- A scholar should NOT contact their donor concerning issues regarding scholarship payments or distributions. The Foundation is the scholar's ONLY point of contact for ALL questions and concerns regarding payments.
- Progress Letters should include the following information:
 - Year the scholarship was awarded
 - School the scholar is attending
 - Scholar's classification
 - Highlights and/or challenges of the most recent school semester
 - Personal highlights or successes
 - Any career goals or plans

3. Transcripts

- Scholars must provide the Foundation with a copy of their grades each semester, along with the scholars' current cumulative GPA.
- Grades must be uploaded into the scholarship portal in the form of an "unofficial transcript." It is acceptable for the transcript to be downloaded from the institution's online grade system. The transcript must include the scholar's name and/or UIN.

- The Foundation reserves the right to request (and receive) an official transcript at any time. The Foundation staff is aware that on occasion final semester grades are not ready by our deadlines. When grades are not available by the deadline, the scholar needs to upload what he or she has (progress letter, schedule, etc.) and include a note that states grades have not been posted. In the event that this occurs, it is your responsibility to get the updated grade report to the Scholarship Coordinator to approve your funds for that semester.

4. Clas Schedule

- A class schedule, showing registration for a minimum of 12 credit hours, must be uploaded into the scholarship portal. The schedule must be from a university/college and contain the scholar's name and UIN. Please note that a graphic schedule or "week at a glance" version WILL NOT BE ACCEPTED. The Foundation must be able to verify the number or credit hours you are enrolled in.

Non-Compliance Policies

1. Disciplinary Action

- If a scholar fails to comply with any Foundation requirements, the Foundation will take disciplinary action. Disciplinary action can include delay of payment, probation, suspension of scholarship funding, and/or forfeiture of the scholarship.
- Notification of Disciplinary Action – Scholars subject to disciplinary action will be notified by email with instructions on how to reinstate the scholarship funds the following semester.
- Appeal Process – Scholars may appeal disciplinary action by submitting a letter to the Foundation Scholarship Committee requesting a review of probationary status.
- Appeals should be submitted to the Foundation via email by August 5th for the fall and January 12th for spring. The email should explain the situation and any other relevant information that a

scholar believes should be considered. You may also submit documentation to support your appeal such as a note from a physician to support an appeal for medical reasons or from your advisor to support academic reasons. Please note that appeals are only granted for extenuating circumstances.

2. Probation

- A scholar will be placed on probation for one or more of the following situations:
 - Does not meet the minimum 12 credit hours required
 - Does not meet the minimum GPA average of 2.0
 - Does not report their required documentation on time
- If placed on probation, scholars will NOT receive scholarship payment for the requested semester. Once the scholar is back in compliance, the missed payment can be awarded. The payment will be added to the end of the scholarship period (Foundation Scholars ONLY). In the event that the scholar graduates before the added payment can be utilized, they will be allowed to request double payment for their final semester.
- A scholar is only allowed a total of TWO probationary periods before their scholarship is forfeit.

3. Late Reporting

- Scholars are required to be punctual with the submission of all required information. It is the responsibility of the scholar to upload all information to the scholarship portal, or to contact the Foundation prior to the deadline. Failure to submit your documents on time results in one semester probation.

4. Forfeiture of Scholarship

- Scholars who fail to comply with any scholarship policy or restrictions will be subject to forfeiture of the scholarship. The Foundation reserves all rights under this policy, and all criminal remedies, for any serious ethical violations, including the falsification of educational or eligibility information. All disciplinary decisions will follow the guidelines.

5. Hold Status

- A hold may be granted upon scholar's request. Such actions are decided on a case-by-case basis by the Foundation. Any request must be submitted via scholarship portal by the appropriate semester deadline. Scholarship funds will not be held for more than one year (two semesters).

Scholarship Disbursements

1. Disbursement of Funds

- Scholarship funds are sent directly to the Financial Aid Office of the college/university and will not be disbursed directly to scholars for any reason. It is the sole responsibility of the scholar to include accurate information in your funding request each semester. If the scholarship funds are returned by the institution (for non-enrollment, etc.), the scholar will be placed on hold, and future scholarship funds will not be disbursed until the scholar gains the approval of the Foundation. Upon receipt of final payment, the scholar is to send transcript to the Foundation, and a final thank you letter to their donor.

2. Dual-Enrollment

- Scholars who intend to enroll at more than one institution for a semester ("dual enrollment") must notify the Foundation via the additional information section at the bottom of the report in the scholarship portal. However, the scholarship funds will only be sent to one institution each semester. If you prefer funds to go to one school over the other, please specify in this section as well.

3. Disbursement Time Period

- Payments will be mailed to each scholar's college/university with instructions that they be applied to the scholar's account. The Foundation disburses scholarship funds to the college/university

and does NOT control posting or disbursement of scholarship funds by the institution to the scholar's account.

4. Special Circumstances

- The Foundation understands that there will be special circumstances during the scholar's coursework and strives to accommodate the scholar when possible. Below are some of the special circumstances and policies regarding these scenarios. Any request must be submitted via the scholarship portal by the appropriate reporting deadline. If the scholar encounters something they feel falls outside the policies provided in this handbook they are encouraged to contact the Foundation for guidance.
- Summer & Interim (Mini-mester) Semesters: Scholarship funds will NOT be provided for such semester sessions.
- Post-Baccalaureate: Scholars who complete their undergraduate course of study and have scholarship funds remaining may be eligible to use these funds for post-Baccalaureate studies, graduate school, or a professional degree program (medical school, law school, veterinary medicine, etc.), provided that the scholar is still eligible, and the institution is accredited and within the state of Texas. Scholars have one calendar year from the time of completion of their undergraduate course of study and/or enrollment in another program to utilize any remaining scholarship funds. These requests are reviewed on a case-by-case basis and must be approved by the donor. If not utilized, the remaining funds will be forfeited.
- Exemption from Hour Requirements - The Foundation requires that scholars provide notice to the Foundation if they are graduating seniors, participating in a university approved internship or co-op program, or completing student teaching. These circumstances allow scholars exemption from the 12-semester hour minimum enrollment requirement. Documentation, such as a letter or email

from an advisor, must be provided via your scholarship portal by the appropriate deadline.

5. Unused Payments/Early Graduation

- a. If a scholar is graduating early or has an extra payment at the end of their coursework due to a probation, the scholar will be allowed to request an additional payment each semester up to one year prior to graduation (for a total of two early payments, one each semester). Documentation, such as a letter or email from an advisor, must be provided to receive double payment. Requests for double payments must be made in writing to the Foundation via your scholarship portal upload by the appropriate reporting deadline.

Reporting Requirements:

Reporting Schedule

Fall Reporting Deadline: January 5th

Spring Reporting Deadline: July 15th

New Scholar Reporting Deadline: August 5th

A reminder will be sent out **TWO WEEKS** before the funding request is due reminding scholars that reporting is open and needs to be completed. The reporting date does not change. It is ultimately the scholar's responsibility to remember to submit the correct documents on time. If you do not report by the deadline, you will be placed on probation for that semester.

Required Information/Documents

- Name of School
- UIN Number
- Unofficial transcript that shows your current, cumulative GPA and final grades from the previous semester
 - GPA **MUST** be a 2.0 or higher
- Schedule of your upcoming semester that **MUST** show how many credit hours each class is worth
 - You **MUST** be registered for a minimum of 12 hours
- A copy of your donor progress letter for the upcoming semester
- Any special request documentation (if applicable)

Donor Addresses:

AG Workers Insurance/TCAAA Mr. Marcus Hill PO Box 88 Fort Worth, TX 76101	Fort Worth Stock Show & Rodeo Mr. Stefan Marchman PO Box 150 Fort Worth, TX 76101	Murdoch's Ranch & Home Supply Mrs. Abby Allen 2311 North 7th Ave Bozeman, MT 59715
Annette Couch Memorial Dr. Martha Couch 3084 Golden Trail College Station, TX 77845	Fort Worth Stock Show Syndicate Mr. Doug Cassidy PO Box 17005 Fort Worth, TX 76102	Stanley & Geneva Schaeffer Mr. Stanley Schaeffer 8417 English Bay Pkwy Amarillo, TX 79119
Bill & Helen Phiel Memorial Ms. Helen Piehl 3505 S. Georgia St. Amarillo, TX 79109	Garland & Mildred Powers Memorial Dr. Chris Skaggs 2402 TAMU College Station, TX 77842	Steven Davis Memorial Mrs. Patricia Davis 3610 Rogge Seifert Rd Runge, TX 78151
Bob Benson Memorial Ms. Sheila Harris PO Box 38 Overton, TX 75684	Gov. Bill & Vara Faye Daniels Mrs. Dinah Covert PO Box 11020 College Station, TX 77842	Stiles Farm Foundation Mr. Ryan Collett 5700 FM 1063 Thrall, TX 76578
Caldwell County Education Fund Ms. Elsie Lacy 1403 Blackjack St, Ste B Lockhart, TX 78644	Heart O' Texas Fair & Rodeo Mr. Dustin Coufal 4601 Bosque Blvd Waco, TX 76710	Tilson Homes Ms. Rachel Burns 32300 IH-10 West Boerne, Texas 78006
David Earl Peebles Memorial Patricia Muir PO Box 725 Cuero, TX 77954	Hiram McGee Memorial Dr. Bonnie McGee 1201 Carmel Court College Station, TX 77845	Texas 4-H Foundation Mrs. Dinah Covert PO Box 11020 College Station, TX 77842
Davidson Family Foundation Mrs. Dinah Covert PO Box 11020 College Station, TX 77842	Jason Spence Memorial Dr. Misty Skaggs PO Box 3668 Bryan, TX 77805	Texas 4-H Foundation Development District Southeast Ms. Dinah Covert PO Box 11020 College Station, TX 77842
Dickson-Allen Foundation Mr. Jessie Allen PO Box 406 Hallettsville, TX 77964	John & Sheila Howard Memorial Mrs. Dinah Covert PO Box 11020 College Station, TX 77842	Texas 4-H Foundation Clover Club Ms. Sydney Watson PO Box 11020 College Station, TX 77842
Doyle Warren Memorial Ms. Judith Warren 5326 Montego Cove Dr. Willis, TX 77318	Johnie Schulte Memorial Ms. Karen Rosales PO Box 649 Hockley, TX 77447	Texas 4-H Foundation South Ms. Dinah Covert PO Box 11020 College Station, TX 77842
Elinor Harvey Memorial Dr. Martha Couch 3084 Golden Trail College Station, TX 77845	KHC Family Foundation Mrs. Dinah Covert PO Box 11020 College Station, TX 77842	Texas Association of Extension 4-H Agents Ms. Dinah Covert PO Box 11020 College Station, TX 77842
Farm Credit Associations of Texas Ms. Kelley Eickhol PO Box 202590 Austin, TX 78720	Marcus & Adriana Hill Mr. Marcus & Adriana Hill 1109 Melissa Dr. Roanoke, TX 76262	Texas Brush Country – SCI Ms. Melanie Harrington 3636 S. Alameda Street, Ste B117 Corpus Christi, TX 78411
Floyd Lynch Memorial Ms. Molly Marshall 4016 Essex Ln. Houston, TX 77027	McLean Estate Mr. Larry McNair 4734 Tuscan Way Corpus Christi, TX 78410	Texas Farm Bureau Ms. McKenna Bush 7420 Fish Pond Rd Waco, TX 76710
Will Looney Memorial Ms. Carol Lynn & Mr. Cullen Looney PO Box 118 Edinburg, TX 78540	William "Tom" Sistrunk Memorial Gayle Hartfelder 454 Flax Hill Road Norwalk, CT 06854	William B. Haley Memorial Mr. Johnny Weisman 8623 FM 1102 New Braunfels, TX 78132

Scholarship

Disbursement Schedule:

SCHOLARSHIP AMOUNT	NUMBER OF PAYMENTS	PAYMENT AMOUNT
\$30,000	8	\$3,750/semester
\$20,000	8	\$2,500/semester
\$10,000	8	\$1,250/semester
\$6,000	4	\$1,500/semester
\$5,000	4	\$1,250/semester
\$4,500	4	\$1,150/semester
\$4,000	4	\$1,000/semester
\$3,000	4	\$750/semester