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# **KPAI Scholarship Program Guideline**

**Revision 1  
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## **KPAI Scholarship Program**

1. Objective:
  - a. KPAI scholarship program will support main purposes of KPAI, as outlined in the KPAI Articles, pursuant to the provisions of the Michigan Nonprofit Corporations Act, Act 162, Public Acts of 1982.
  - b. It is intended to nurture potential future leaders by providing a financial support to a student in Korean-American Community for educational development.
  - c. KPAI scholarship program will be operated based on interest income from the scholarship fund.
  - d. This program will be financed through sponsorship from companies and proceeds from fund raising activities.
2. Award: \$1,000 per student (High School Senior). This award money is an interest income from the scholarship fund. Depending on the total interest income from the fund, the total number of recipients will be determined by the KPAI scholarship committee (hereafter referred to as "the Committee") and it will be communicated via KPAI website and the news letter.
3. Application Process:
  - a. The application form designated by the Committee and required documents must be received by Sept. 15<sup>th</sup> at the address specified in the application form. The application will be accepted starting June 1<sup>st</sup> each year. Please visit KPAI website (<http://www.kpai.org/membership/scholarship.php>) for application form and list of required documents.
  - b. The Committee shall select the recipient(s) of the scholarship award and the KPAI President shall notify the selected recipient of the scholarship award by the first week of November. The winner will be announced in the KPAI news letter following the selection and the announcement will be posted on the KPAI website.
  - c. Award certificate issued by KPAI will be presented to the recipient of the scholarship at the KPAI Year-End party (Early December). In case the recipient is not available to attend the event, the certificate will be mailed to the address in the application form after the award presentation event.
  - d. The award is granted once a year.
4. Eligibility Requirements: The candidate must meet following requirements
  - a. A high school senior student of Korean descendant.
  - b. Minimum GPA 3.0 out of 4.0 grade scale
5. Selection Process:
  - a. The Committee members will review the application submitted by all applicants and select a final winner of the award.
  - b. Criteria:
    - i. Academic Record for the junior high school - GPA 3.0 and above in 4.0 grade scale
    - i. Financial Needs
    - ii. Significant community service record
    - iii. Honors received from educational institutes or community
    - iv. Other achievement(s) that deserves recognition
  - c. The Committee will start processing the applications received by September 15<sup>th</sup> to select unanimously on the winner(s) based on the selection criteria and completes the selection by October 30<sup>th</sup>.



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- d. The Committee Chairperson notifies the KPAI President of the winner(s) and summary of the qualification by October 30<sup>th</sup>.
  - e. KPAI President notifies all candidates of the selection result by the first week of November.
  - f. KPAI President announces the winner(s) in the first KPAI news letter and in the KPAI website following the selection.
  - g. The award certificate and prize will be presented to the winner(s) at the KPAI Year-End party. Once the recipient of the scholarship is admitted to a college, he or she must notify the KPAI scholarship committee of the school that he or she intends to attend. Then, the scholarship money will be sent directly to the college later on behalf of the student during the enrollment period.
6. Required Documents: All documents must be sent to the email address ([ksp@kpai.org](mailto:ksp@kpai.org)) specified in the application form. Scanned images of certificates must show signatures of the authority.
- a. KPAI Scholarship Award Application Form (available in KPAI website)
  - b. Transcript or letter from school verifying the GPA of the prior year of application.
  - c. Credentials verifying Honors received, community service or recognitions from educational institute or non-profit organization (Optional).
  - d. An essay that supports the needs for financial aid. Topic shall be given by KPAI Scholarship Committee in the essay form (available in KPAI website).
7. Scholarship Committee Members
- a. Committee will consist of total 6 members in three small groups of two (2) members. They are all volunteers without getting compensated and they include:
    - i. One (1) chairperson - Chairperson will be nominated by a committee member(s) and elected by all committee members by vote.
    - ii. One (1) secretary – Secretary will maintain good record keeping of all documents including application documents and bank statements and will be responsible for recording/distributing meeting minutes.
    - iii. Four (4) members
  - b. Qualification of the members
    - i. A regular KPAI member who has served as KPAI president and vice president before.
    - ii. In order to avoid potential conflict of interest, member should not have a child who is eligible for Scholarship application.
  - c. Terms
    - i. A member except first four founding members will serve for 6 years .
    - ii. In order to maintain continuity, six members will be grouped into three small groups of two members (Group A, B and C).
    - iii. As an exemption to six year term, original founding members will serve the term as follows:
      1. Group A (2008-2010) serving for two years
      2. Group B (2008-2012)
      3. Group C (2008-2014)
    - iv. Each group of two members will be replaced by two new members on a rotation basis every two years.
    - v. New members to replace the leaving members will be nominated and elected by all committee members every two years.
    - vi. Any vacancy caused by a member's resignation, death and move shall be filled as soon as possible.
    - vii. A new member filling the vacant position will serve the remaining term of the member leaving the committee.



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- d. In order to guarantee the independent operation of the KPAI Scholarship program from the regular KPAI activities, the Committee will have a right to amend this scholarship program guideline when deemed necessary.