

Standard Operating Procedures for the administration of the Luther Bernard Dunfee Memorial Scholarship program.

- Application Distribution
 - The application for Luther Bernard Dunfee Memorial Scholarship shall be distributed in the month of November for the current academic year of the scholarship award to various senior class administrators for the eligible school districts.
 - The application shall be sent by email blast to each senior class counselor by a designated member of the scholarship committee.
 - The application shall be sent by email blast to each school's Future Farmers of America chapter counselor by a designated member of the scholarship committee.
 - The email shall include an introduction to the scholarship, general guidelines for its submittal and a digital fillable copy of the application.
 - Each year of distribution, the designated member of the scholarship committee member must confirm current email addresses for each school's senior class counselor and Future Farmers of America counselor prior to distribution.
 - Student residents of Fairfield County in the following school districts with jurisdiction within Fairfield County, Ohio are eligible to apply for the LPRC annual scholarship:
 - Amanda Clearcreek LSD
 - Berne Union LSD
 - Bloom Carol LSD, to include FFA Program
 - Canal Winchester LSD
 - Fairfield Christian Academy
 - Fairfield Union LSD, to include FFA Program
 - Fisher Catholic High School
 - Lancaster City Schools
 - Liberty Union-Thurston LSD
 - Northern LSD
 - Pickerington LSD
 - Reynoldsburg LSD
 - Teays Valley LSD
 - Walnut Township LSD
 - The designated member of the scholarship committee must notify all committee members and the club Treasurer upon distribution of the committee's scholarship application to the applicable schools. This notification shall be in the form of an email and an announcement from the scholarship committee during the Special Events Coordinator report at the next regular club meeting.
- Application Review and Candidate Selection

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- The three person review committee, as appointed by the Executive Committee, shall bear full responsibility for the blind review (name, school, and personal information of applicant redacted) of each applicant's one page essay, which expresses the applicant's interpretation of the 2nd Amendment of The United States Constitution and what it personally means to the applicant.
- The Executive Committee shall name one of the Review Committee appointees as Chairperson.
- Each member of the review committee must read each applicant's essay and judge it on content and effort put forth by the applicant.
- The review committee shall meet in full attendance in the month of May, no sooner than 2 weeks following the submittal cut off date of April 25th in the current year of the scholarship award.
- The review committee members are required to review and discuss the merits of each applicant's essay to determine the best overall response to the intent of the essay's questions.
- By a majority vote of the members of the review committee, a single candidate's essay must be chosen as the best overall response to the application's essay question.
- The name of the candidate that's to be awarded the scholarship is forwarded within 24 hours to the Executive Committee.

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- Award Scholarship Certificate
 - The successful applicant to be awarded the scholarship funds must be notified by both email and USPS letter.
 - The notification shall be performed by the chairman of the scholarship committee.
 - The notification must be sent out within 2 weeks of the determination of the successful applicant.
 - The notification must include a brief review of the program's criteria to attend a regular monthly club meeting within the 3 months following the notification letter.
 - The candidate shall arrange with the scholarship committee chairman to attend a regularly scheduled club meeting.
 - The scholarship committee chairman shall arrange with the Club President to schedule time during the selected regular meeting to award the scholarship to the candidate.
 - The scholarship committee chairman shall award a Certificate of Scholarship to the candidate during the selected regular club meeting.

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- Distribution of Scholarship Funds
 - The scholarship funds shall be distributed directly to the designated institution of higher learning, as defined in the applicant's application, as a lump sum payout to their school's general account.
 - The club's Treasurer shall disperse the scholarship funds to the appropriate institution's financial office to the account of the applicant.
 - The distribution of the scholarship funds must include a notice of revocation to return to the club any remaining portion of the scholarship should the applicant cease their enrollment in the institution of higher learning pursuing a published program or trade discipline.
 - The scholarship committee will provide a cover letter to the Treasurer to include:
 - Introduction of intent
 - Declaration of student receiving scholarship
 - Notice to return remaining funds should student cease enrollment
 - The Treasurer must obtain an acknowledgment of receipt for the funds in the candidate's account.