



Philippine-American Association of Madison & Neighboring Areas

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PAMANA SCHOLARSHIP GUIDELINES

Revision: 12-June-2019

I. GUIDELINES AND DESCRIPTION

PAMANA has established a scholarship program to assist its members' children who plan to continue their education in college. The program supports a wide range of educational options, including vocational and technical training, associate and bachelor's degrees. Scholarships are offered for a full-time study (as defined by the academic institution) at an accredited institution registered with US Department of Education.

II. ELIGIBILITY OF APPLICANTS

Dependent children of PAMANA members of at least one year are eligible to apply for scholarships. Dependent children include unmarried, natural or legally adopted children, stepchildren, and any other children for whom the member has been appointed legal guardian. High school seniors with one year or less remaining until graduation are eligible to apply. All children must be under the age of 24.

III. SUBMISSION OF APPLICATIONS

Interested students must complete the application and have a current, complete official transcript of grades mailed from the educational institution to the Scholarship Committee postmarked no later than April 15. Online transcripts and grade reports are not acceptable. Applicants will receive acknowledgment of receipt of their application via e-mail and/or postal mail. Applicants should ensure applications are complete, legible, and signed.

Applicants are responsible for gathering and submitting all necessary information no later than April 15th, and no earlier than December 1st of the same scholastic year. Applications are evaluated on the information supplied; therefore, the applicants are expected to answer all questions as completely as possible.



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PAMANA is a registered 501(c)(3) not-for-profit charitable organization

Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by the Scholarship Committee.

- A. Application Package must include the following:
- a. Student Information Form (ensure phone number and e-mail address is current)
 - b. School Activity Information Form
 - c. Essay (applicant's full name in the upper right-hand corner of each page)
 - d. Two letters of recommendation
 - e. Signed Signature Form
 - f. Official transcripts (signed and mailed in sealed envelope directly from the high school)
 - g. Acceptance letter from educational institution
- B. Postal, email addresses and Inquiries
- a. Completed applications are mailed directly to:
PAMANA Scholarship Committee
PO Box 5013
Madison, WI 53705-0013
 - b. Inquiries regarding applications and the scholarship program may be sent via e-mail to: PAMANA.Madison@gmail.com. Indicate "Scholarship" in the subject heading.

IV. SELECTION OF RECIPIENTS

The PAMANA Scholarship Committee shall not discriminate based on race, color, sex, national or ethnic origin, or religious preference. Awards are granted based on performance in and out of school. Scholarship recipients are selected based on academic record (no minimum GPA required), character, demonstrated leadership or leadership potential, participation in school and community activities (preferably volunteered to at least one (1) PAMANA event), honors, work experience, statement of goals and aspirations. Financial need is not a criterion for consideration. The Scholarship Committee makes selection of recipients. All applicants agree to accept the decision of the Scholarship Committee as final.

If a potential conflict of interest arises where a member of the scholarship committee has any personal relation, financial incentive, or other underlying interest in any of the scholarship applicants, then that committee member shall abstain from the selection process.

If the Committee's decision resulted in an even number of votes, the Scholarship Committee Advisor shall participate in the decision making to get the majority of votes.

Not all applicants to the program will be selected as recipients. Results will be released via postal mail or e-mail to applicants by June 30th.



V. PAYMENT OF SCHOLARSHIP AWARDS

Award is for one year only. When selected, recipient will receive a \$250 minimum award during the summer prior to his/her first year in college. Award will be granted by July 31st. Check will be made payable to recipient's name and will be mailed to recipient's home address. Awarding could also be made before July 31st upon agreement with the recipient and Scholarship Committee.

Award value is also dependent on available funds. The Scholarship Chair and PAMANA Treasurer are responsible for monitoring the committee budget through quarterly summaries provided by the Treasurer.

The Committee will not be under obligation to distribute funds if no suitable applicants are found in any given period.

VI. OBLIGATIONS OF THE RECIPIENTS

Recipients have no financial obligation to PAMANA. They are, however, required to supply the Scholarship Committee with complete transcripts when requested and to notify the Scholarship Committee of any changes of address, school enrollment, or other relevant information. Scholarship recipients consent to have their identities, including name and photos, disclosed to PAMANA members.

VII. EXTENSION OF SCHOLARSHIP PROGRAM TO THE PHILIPPINES

The scholarship program may also extend financial assistance to the Philippines through a U.S. nonprofit organization(s) registered as 501(c)(3) that supports the Philippine culture and education of children and adults.

A. Application

Interested U.S. nonprofit organization must submit application to the Scholarship Committee. Application package must include 501(c)(3) documents and statements showing how the organization supports the Philippine culture and education of children and adults.

B. Eligibility of Applicants

Applicant should be a U.S. registered 501(c)(3) nonprofit organization and supports Philippine culture and education of children and adults.

C. Selection of Recipients

- a. The Scholarship Committee makes the selection of recipients.
- b. Recipients must be approved by the PAMANA Board prior to receiving the scholarship funds.
- c. All applicants agree to accept the decision of the Scholarship Committee as final.



- d. If a potential conflict of interest arises where a member of the scholarship committee has any personal relation, financial incentive, or other underlying interest in any of the scholarship applicants, then that committee member shall abstain from the selection process.
- e. If the Committee's decision resulted in an even number of votes, the Scholarship Committee Advisor shall participate in the decision making to get the majority of votes.
- f. Not all applicants to the program will be selected as recipients.

D. Payment of Scholarship Award

Award value is dependent on available funds. Checks will be made payable to the organization's name and will be mailed to the organization's address.

E. Obligations of Recipients

When selected as recipient, the U.S. nonprofit organization will be required to provide reports and other pertinent documents upon request by the Scholarship Committee and also notify the Committee of any change of address and other contact information.

F. Postal, email addresses and Inquiries

- a. Completed applications are mailed directly to:
PAMANA Scholarship Committee
PO Box 5013
Madison, WI 53705-0013
- b. Inquiries regarding applications and the scholarship program may be sent via e-mail to: PAMANA.Madison@gmail.com. Indicate "Program Beneficiary" in the subject heading.

VIII. AMENDMENTS

PAMANA reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time including termination of the program.

