

TITLE: Future of Culbertson Scholarship Program		EFFECTIVE DATE: 3/23/2023
CLASSIFICATION: <input type="checkbox"/> Guideline <input type="checkbox"/> Policy/Procedure <input type="checkbox"/> Protocol <input type="checkbox"/> Plan		REVISION DATE:
POLICY TYPE: <input checked="" type="checkbox"/> Department Specific <input type="checkbox"/> Organization-Wide	POLICY OWNER: CMH Foundation	NEXT REVIEW DATE:
APPLIES TO: Anyone handling/distributing CMH Foundation Scholarships		APPROVED BY: Foundation BOD

PURPOSE:

The Future of Culbertson Scholarship Program is available to potential future employees who are obtaining secondary education in a healthcare course of study. By offering scholarships to students pursuing healthcare education, the Foundation seeks to enhance the availability and qualifications of healthcare professionals, thereby promoting access to quality healthcare services for the benefit of the public. Additionally, they seek to assist students and future employees with some of the financial burden associated with their course of study.

Exceptions to this process may be made from time to time due to extenuating circumstances. Scholarships may be granted outside of the process at the discretion of the Foundation Board.

POLICY STATEMENT:

The CMH Foundation shall award scholarships to students who are pursuing a healthcare-related course of study for a career that is considered an essential need at Sarah D. Culbertson Memorial Hospital. Types of health courses might include but are not limited to doctorate, nursing, therapy, medical technology, laboratory, and imaging. Because of the nature of these scholarships, the Foundation Board of Directors shall annually determine which areas of study are of the greatest need of the hospital and the quantity and financial amounts of scholarships to bestow, based on the available income generated by the principal of the fund.

Scholarships may be used at an accredited college, university, or vocational/technical school. Scholarships shall be awarded competitively based on applicant merit, without reference to race, sex, religion, national origin, or physical handicap.

A. Eligibility

- 1) Applicants must be either accepted into, or currently enrolled in, a healthcare curriculum at an accredited college, university, or vocational/technical school during the academic year for which the scholarship is given.
- 2) Applicants must be prepared to commit to work at Sarah D. Culbertson Memorial Hospital upon completion of schooling.
- 3) Special considerations shall be given to students who currently reside, or have previously resided in, the Sarah D. Culbertson Memorial Hospital service area.

B. Application Process

- 1) Applicant shall complete the attached application form entitled "Future of Culbertson Scholarship Application."
- 2) The applicant is responsible for gathering and submitting all information and forms necessary for the selection of a scholarship recipient.

- 3) Applicants must forward the completed application, along with a current authenticated transcript of their grades, to: CMH Foundation, 238 South Congress Street, Rushville, IL 62681.
- 4) Foundation representatives shall treat all applications as confidential.

C. Selection of Recipients by Committee

- 1) All scholarship applications shall be reviewed by a committee designated by the CMH Foundation Board.
- 2) Scholarships shall be awarded on the basis of:
 - a. Academic Performance (at high school, college, or graduate school level, if applicable)
 - i. GPA
 - ii. Class rank
 - iii. Course load and courses completed
 - b. Extracurricular Performance
 - i. Awards received
 - ii. Honors achieved
 - c. Interview Process
 - d. Community Service
 - i. Volunteerism
 - ii. Community involvement
 - e. Employment (if applicable)
 - i. Performance (as indicated in letters of reference)
 - ii. Relevance to career aspiration

Consideration may also be given to the individual character and motivation of applicants, as revealed in their written applications, letters of reference, or other circumstances.

- 3) If an application is received from an applicant who is related to (parent, grandparent, child, grandchild, sibling or in-law) any officer or director of the CMH Foundation or Sarah D. Culbertson Memorial Hospital, or anyone who has made substantial donations to the CMH Foundation in the past five years, utmost caution shall be taken to ensure that the application is reviewed based solely on the merit of the applicant. If, based on all facts and circumstances, the application cannot be viewed without improper bias or influence (whether actual or perceived); the Committee shall decline to consider the application and shall notify the applicant accordingly.
- 4) If an application is received from an applicant who is related to a member of the selection committee, under no circumstances shall such Committee member participate in or be present for the review, discussion, or consideration of such application.
- 5) Any applicant not selected in one year may reapply in any later year for which he or she is eligible.

D. Disbursement of Scholarships and Accounting

- 1) Scholarships may be applied toward tuition, fees, room, board or books, as designated by the scholarship recipient. Scholarship amounts may **not** be applied toward incidental living expenses.
- 2) Scholarships awarded shall be forwarded by the Foundation directly to the school. In all other respects, scholarship funds shall be handled in a consistent manner.

E. Renewals for Subsequent Years

- 1) Depending on the scholarship awarded, recipients may in some cases qualify for additional scholarship awards for successive academic years until the course of study or degree program for which the application was made has been completed. Students must re-apply in order to be considered for a renewal scholarship.
- 2) A maximum of four scholarship awards shall be granted to any one student. Awards shall be granted for undergraduate and postgraduate study.
- 3) Renewal of a Foundation scholarship during the term of an educational program shall require the recipient to maintain a grade point average of 3.0 on a 4.0 scale (or 2.5 on a 4.0 scale for the freshman year only), and shall further require the recipient to remain in good academic and disciplinary standing. The foregoing shall be evidenced by a transcript submitted in connection with the recipient's renewal application.

F. Employment

- 1) Upon being awarded a scholarship, students must sign **an intent-to-work agreement** stating the exact years of service that must be completed for accepting the scholarship.

If for any reason a scholarship recipient discontinues schooling, decides not to accept employment with Sarah D. Culbertson Memorial Hospital, or terminates employment before the required work commitment is met, the entire scholarship amount shall become payable to the CMH Foundation immediately. The amount owed will include a 9% interest fee, as well as a \$1,000 penalty fee.

OTHER APPLICABLE OR RELATED DOCUMENTS:

- Intent-to-work agreement

DEVELOPMENT AND CONSULTATION:

- CMH Foundation Director, Culbertson Memorial Hospital CEO, Culbertson Memorial Hospital Director of Human Resources and the CMH Foundation Board of Directors.

Reviewed by:	Original Review Date:	Revision Approval Dates:
Molly Sorrell	3/23/2023	
Gregg Snyder	3/23/2023	
Amanda Wessel	3/23/2023	
CMH Foundation Board	3/23/2023	