

**Hidalgo County 4-H  
Foundation Scholarship Program**

***2011  
4-H SCHOLAR'S***



***HANDBOOK***

**Hidalgo County 4-H Foundation  
1616 E. Griffin Parkway PMB #231  
Mission, TX. 78572**

## 2011 Hidalgo County 4-H Scholar Handbook

Congratulations on being awarded a Hidalgo County 4-H Foundation Scholarship! Your 4-H experience has seen many accomplishments and successes in your 4-H career. That career has taken you from being a 4-H member in the Texas 4-H and Youth Development Program to being a scholar with the Hidalgo County 4-H Foundation. As a 4-H Scholar, you have some major responsibilities to maintain and continue your scholarship.

This handbook is designed to help you maintain your 4-H scholarship. It is imperative that you **read and retain** this handbook. It will be needed throughout the duration of the scholarship. Please know that being awarded a Hidalgo County 4-H Foundation Scholarship is an honor and can be revoked for not following instructions.

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### Hidalgo County 4-H Foundation Contact Information

In the event of any problems, or questions, immediately contact the Foundation office by mail, phone or email.

#### Hidalgo County 4-H Foundation

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Website: [www.4hfoundation.com](http://www.4hfoundation.com)

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## Scholar Policies and Requirements

In order to begin and maintain your Hidalgo County 4-H Foundation Scholarship, each scholar is required to provide documentation and information to the Foundation before and after each semester, until all funds have been dispersed. Please read this section with the utmost care and attention so the status of your scholarship will not be jeopardized.

### Complete & Sign a Scholarship Contract.

#### Enrollment and Academic Requirements:

For the duration of the scholarship, the scholar MUST ENROLL AND SUCCESSFULLY COMPLETE a minimum of 12 semester hours, during each semester, at an accredited college or university with at least a 2.0 grade point average (GPA) for that semester.

#### Probation:

Recipient will be placed on scholastic probation if he/she FAILS TO MAINTAIN THE REQUIRED SEMESTER GRADE POINT AVERAGE and / or DOES NOT MAINTAIN A MINIMUM OF 12 SEMESTER HOURS for their scholarship. If placed on probation, recipients will NOT receive his/her scholarship payment while on probation. After one semester on probation, your scholarship will be forfeited if you do not have an approved deferment and / or have not turned in the required documentation to receive the next check.

Scholars who fail to submit an unofficial transcript that includes all grades and upcoming course schedule to the Hidalgo County 4-H Foundation Office by **CERTIFIED MAIL** within the deadline dates listed in Handbook will be placed on probation.

#### Transcripts:

Recipients must furnish the Hidalgo County 4-H Foundation with grades and course schedule in the form of an unofficial transcript that can be downloaded from the internet grade system of their institution provided the Recipient's name and social security number are included on this documentation and must be sent by **CERTIFIED MAIL** to the Foundation by the deadlines listed below.

*Fall Semester:* for the **FIRST** Fall semester the Fall course schedule should be **postmarked by August 15, 2011.**

*Spring Semester:* an unofficial transcript showing fall 2011 grades and upcoming course schedule **postmarked by December 31, 2011.**

The Foundation is fully aware that sometimes semester grades are not ready by our deadlines. It is the scholar's responsibility to turn in what they have at the time of the deadline. When grades are not ready for the deadline, the scholar needs to send in what he or she has and include a note that states grades have not been posted. Make sure you have turned in some type of information to the Foundation.

**For a deferment**, written request must be submitted to the foundation office by certified mail prior to the deadline dates listed above. You will receive a confirmation from Foundation if your deferment is approved. Maximum term allowed for a deferment is a year.

*Recipients are responsible for sending their transcripts to the Hidalgo County 4-H Foundation regardless of their institution's policy for reporting grades. **Failure to comply with this requirement will delay or terminate scholarship payments.***

Below is the required documentation needed to maintain your Hidalgo County 4-H Foundation scholarship.

Date	Kind of Information	Mailed to 4-H Foundation Office
<b>First Semester</b>		
On or Before August 15 <sup>th</sup>	Thank You Note	Original
On or Before August 15 <sup>th</sup>	Course Schedule	Photo Copy
On or Before August 15 <sup>th</sup>	Signed Contract	Original
<b>Subsequent Semesters</b>		
By Dec. 31 (Spring check) If deferred or on probation: By May 31 (Fall check)	Unofficial Transcript & upcoming course schedule	Photo Copy  Photo Copy

**Thank You note to Board of Directors is mandatory;** Failure to submit note and first semester course schedule by deadline dates above, by certified mail to the Foundation Office will forfeit that semester scholarship.

**Guidelines for Thank you note:** **1.) Must be handwritten on stationery, it can be homemade. In other words, make it personal. 2.) Must include date, and salutation. ie "Dear Hidalgo County 4-H Foundation Board," 3.) Must include the amount of money you receive. Must state the specific item they are thankful for. ie "Thank you for the \$1000.00". 4.) Must include your vision as to where you will be spending the money. ie college, university you will attend, when and what your major might be. 5.) Must mail Thank You letter to Foundation Office by deadline date listed above.**

The Thank you note should be from the heart with deep appreciation. It is a great idea to meet the people on the Foundation board at the Hoedown, the Banquet, or one of the Livestock shows. Writing these notes will be easier and more personal if you make that effort.

**For a deferment,** written request must be submitted to the foundation office by certified mail prior to the deadline dates listed above. You will receive a confirmation from Foundation if your deferment is approved.

## Scholarship Payments

To expedite scholarship payments you must follow requirements.

Scholarships are paid directly to the scholar by the 4-H Foundation. Funds are given out in two (2) equal payments.

**Disbursement Time Period for Funds:** Payments will be mailed to Recipient as long as all required information has been received by the Hidalgo County 4-H Foundation. If required information is not received the recipient **will not** be paid, also see probation policy.

Payments are generally mailed during the following times:

Fall Semester	August/September
Spring Semester	January/February

### **Changes in Recipient's Information:**

It is the sole responsibility of the Recipient to notify the HIDALGO COUNTY 4-H FOUNDATION immediately of changes in:

- Phone number
- Permanent Home Address
- E-mail address
- College address

**Hold Status:** Inactive status (hold+) may be granted upon request by the Recipient. Such actions are decided on a case by case basis. Any request must be submitted in writing and sent by certified mail to the HIDALGO COUNTY 4-H FOUNDATION by deadline dates for time period requesting such status.