

## BACA/PREWITT CHAPTER

### SCHOLARSHIP AND FINANCIAL ASSISTANCE

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**BACA/PREWITT CHAPTER  
SCHOLARSHIP AND FINANCIAL ASSISTANCE3  
POLICIES AND PROCEDURES FOR CHAPTER EXPENDITURES**

*These policies and procedures will supersede the policies and procedures set by the TCDC Resolution #TCDCMY-43-01.*

**I. AUTHORIZATION**

- A. Pursuant to 26 N.N.C. Section 101 (A), The Baca/Prewitt Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Scholarship and Financial Assistance for Education Expenses.
- B. Pursuant to The Baca/Prewitt Chapter Resolution # BPC/20/10/03, the Chapter Scholarship and Financial Assistance Policies and Procedures is hereby approved.

**II. MISSION STATEMENT**

- A. The mission statement of the Baca/Prewitt Chapter is to provide scholarship assistance to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted Scholarship Funds.

**III. GOALS:**

- 1. The Baca/Prewitt Chapter will make the initial investment to educate our youth and provide an opportunity for each student to obtain employment in the area of study.
- 2. The Baca/Prewitt Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investments for the youth to build a strong leadership foundation in the Community and the Navajo Nation.
- 3. The major objective of the Baca/Prewitt Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.
- 4. The goal of the Baca/Prewitt Chapter is to pave a path and provide an opportunity for all community youth and members to embrace and enrich their educational horizons and paradigms by pursuing a higher education.

**IV. APPLICABLE LAWS**

- A. The Baca/Prewitt Chapter shall comply with all applicable State, Federal, and Navajo Nation laws such as the Navajo Nation Privacy and Access to Information Act.

**V. PURPOSE**

The Purpose of the Chapter Scholarship or Financial Assistance Policies and Procedures is to provide the guidelines to the Chapter Membership in administering the Chapter Scholarship or Financial Assistance for educational expenses for the community youth and members who are continuing and pursuing a higher education.

- A. The Chapter Scholarship will only apply assist with education expenses such as tuition, books, school supplies, or room and board.

## **VI. POLICY**

- A. All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by these policies and procedures.
- B. Before a potential applicant can be eligible for scholarship/assistance, they must be on the Chapter Planning and Regular Meeting Agenda with completed and accurate documents.
- C. The Chapter membership shall approve the scholarship resolution before any award is rendered to the student
- D. The Chapter resolution can be drafted individually or drafted collectively for all students who are being awarded on one resolution.
- E. The applications for the Chapter Scholarship and Financial Assistance will not be available until the opening dates. No applications will be available prior to opening dates.
- F. The Chapter shall not accept any early or late applications. However; Fax Applications are acceptable only for students who are out of state but original applications need to be mailed in by the applicant.
- G. The student shall submit all essential documents to the Chapter as described in Section X of these policies and procedures or it shall be considered incomplete and denied.
- H. The Chapter shall assist as many students as possible depending on the fund availability.

## **VII. ROLE OF THE STUDENTS**

- A. Student shall come to the Chapter to obtain and submit all essential documents in a timely manner.
- B. The student shall conduct themselves in a; professional manner as well as the parent(s) who are representing their student.
- C. The student shall submit an unofficial transcript at the end of each awarded semester to the Chapter.
- D. The student shall inform the Chapter of all other scholarship and financial assistance awards.
- E. The student shall maintain a Grade Point Average of 2.5 or above.
- F. The student shall maintain the credit hours posted on the application and adequate attendance.

## **VIII. ROLL OF THE CHAPTER STAFF**

- A. The Chapter Staff shall not be responsible to compile documents for the applicants.
- B. The Chapter Staff shall not be responsible for lost or damage documents.
- C. The Chapter Staff shall not be responsible to contact students regarding their status.
- D. The Chapter Staff shall announce at the Chapter Meetings regarding the availability of Chapter Scholarship and Financial Assistance funds or post notices on application and fund availability.
- E. The Chapter Staff shall accept faxed/mailed documents.
- F. The Chapter Staff shall provide applications upon opening dates to all requesting students
- G. The Chapter Staff shall keep all essential documents confidential and file them according to the Record Managements Policies and Procedures
- H. The Chapter Official shall prepare the Resolution for each applicant for the upcoming Chapter Meetings or combine all students on one Resolution.
- I. The Chapter Staff has within ten (10) business days after the Chapter Meeting to process checks for the students.
- J. The Chapter Staff will write the check payable to the student, unless the Chapter Administration deems it necessary to draft the check payable to the school.

## **IX. DATES**

The date will vary based on Fund Availability for Scholarships.

### **A. OPENING DATES:**

- 1. Fall Semester – July 1<sup>st</sup>
- 2. Spring Semester – December 1<sup>st</sup>

### **B. DEADLINE DATES:**

- 1. Fall Semester – July 31<sup>st</sup>
- 2. Spring Semester – December 30<sup>st</sup>

## **X. ELIGIBILITY**

- A. The student must be a registered voter for one (1) year or more or if the student is under 18 years of age their parent/guardian must be a registered voter for one (1) year or more of the Baca/Prewitt Chapter prior to applying.
- B. The student must be enrolled full-time or part-time in an accredited College, University, Vocational Institution, or Technical School.

- C. The student must be a member of the Navajo Nation with a Census Number.
- D. Returning Students must submit an unofficial or official transcript for the ending semester directly to the Chapter prior to re-applying.

#### **XI. REQUIRED DOCUMENTS**

- A. Accurately completed Chapter Scholarship Application and date stamped by the Chapter Administration.
- B. CIB (Certificate of Indian Blood)
- C. Navajo Nation Voters Registration Card.
- D. High School or College Transcript (Official or Unofficial).
- E. Current Class Schedule.
- F. Updated Original Letter of Acceptance from the School.
- G. Photo Identification or Driver's License.

#### **XII. AWARD AMOUNTS**

The listed award amounts are based on the fund availability and the semi-annual Navajo Nation Scholarship Allocations. If funds are limited, the award amounts shall be reduced to benefit more students by the number of students accepted.

- A. Grad Students shall be eligible for a maximum amount of \$600.
- B. Undergrad - Full-time Students shall be eligible for a maximum amount of \$500
- C. Undergrad - Part-time Students shall be eligible for a maximum amount of \$300

#### **XIII. STUDENT OBLIGATIONS**

Upon the award, the student must meet the following requirements.

- A. Utilize the awarded funds toward educational needs and goals.
- B. Submit requested unofficial transcripts at the end of each awarded semester.

#### **XIV. PROBATION / REPAYMENT**

The Probation Period shall be a one (1) full school year for any of the following reasons:

- A. The Student withdraws from school.

- B. The student's lack of attendance.
- C. The student drops below the reported credit hours amounts per classification, such as less than 12 credits for full-time or less than 3 credit for part-time.
- D. The Student GPA falls below 2.5 or C Grade equivalent.
- E. The student fails to submit an Official or Unofficial Transcript at the end of the awarded semester.
- F. The student fails to complete their registered semester. The student will then be obligated to repay the funds back to the Chapter and they will be put on probation.

## AMENDMENTS

Any amendments to the Chapter Scholarship and Financial Assistance Policies and Procedures may be recommended by any of the Chapter Staff or Community Membership in written format, and forward supportive and argumentative documentation to the Chapter Manager and Chapter Officials for assessment.

All proposed amendments would be presented by the Chapter President at a Regular Chapter Meeting for final approval with a simple majority vote of the Chapter Membership and with consultation with the Navajo Nation Department of Justice.

The foundations to add, delete, or revise any section(s) of the Chapter Scholarship and Financial Assistance Policies and Procedures manual would be subject to the following condition(s):

- A. The funding source has changed.
- B. The amount of the funding has tremendously increased or decreased.
- C. Procedures and Requirements for Submitting Amendments;
  1. Any proposed amendments to the Chapter Scholarship and Financial Assistance Policies and Procedures Manual must be submitted in writing with supportive documentation to the Chapter Manager.
  2. The proposed amendments must be drafted in a legislative format. The new language underline and old language stricken.
  3. The Chapter Manager in consultation with the Navajo Nation Department of Justice and the Office of Auditor General will review the proposed amendments to assure compliance with applicable Federal, State, and Navajo nation Laws (necessity and realistic).
  4. If requirements 1, 2, & 3 above are met, the Chapter Manager will forward the proposed amendments to the Chapter Officials for review and discussion at a Regular Scheduled Planning Meeting.

5. The Chapter Officials may instruct the Chapter Manager to set a public hearing date, time, and location depending on whether the amendments are substantial and sufficient to warrant a public hearing.
6. If the proposed amendment(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the Chapter Membership for approval or disapproval at a Regular Scheduled chapter Meeting with a simple majority vote.
7. Upon approval, the Chapter Manager will make all recommended changes to the Chapter Scholarship or Financial Assistance Policies and Procedures with a supporting Resolution.

# MEMORANDUM

DATE:

TO: All Chapter Scholarship Recipients

FROM: **Baca/Prewitt Chapter Administration and Chapter Officials**

SUBJECT: Understanding of Obligation of the Chapter Scholarship and Financial Assistance Awards and Chapter Scholarship or Financial Assistance Policies and Procedures

I, \_\_\_\_\_, have read and understood the Chapter Scholarship and Financial Assistance Policies and Procedures.

I, \_\_\_\_\_, understand that upon my award of the Chapter Scholarship and financial Assistance, I am obligated to utilize the funds for my educational expenses as specified in the Chapter Scholarship and Financial Assistance Policies and Procedures. I also understand that as specified in the Chapter Scholarship Policies and Procedures that I will be obligate to repay the awarded funds if I misuse the funds or if I withdraw from school unofficially and without notification to the Baca/Prewitt Chapter.

SIGNATURE:

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parents Signature, if Minor Date

### **MISSION STATEMENT**

The mission of the Baca/Prewitt Chapter is to provide assistance in form of scholarships to the community youth and members for their educational needs and goals utilizing the Navajo Nation Budgeted Scholarship Funds.

### **GOALS**

The goal of the Baca/Prewitt Chapter is to pave a path and provide an opportunity for all community youth and members to embrace their educational horizons and paradigms by pursuing a high education.

### **OBJECTIVES**

The major objective of the Baca/Prewitt Chapter is to encourage the community youth and members to obtain a degree in respective field of study and obtain employment within the Navajo Reservation to enrich every aspect of the community and the Navajo Nation.

### **COMMITMENT**

The Baca/Prewitt Chapter is pledging a sincere commitment to provide information regarding scholarship assistance, employment, and making the initial investments in the youth to build a strong foundation for the leadership of the Community and the Navajo Nation.

### **POLICIES AND PROCEDURES FOR THE CHAPTER SCHOLARSHIP**

*These policies and procedures will supersede the TCDC Resolution for the Chapter Scholarship/Financial Assistance.*

All potential applicants that are requesting scholarship/assistance for educational purposes shall oblige by these policies and procedures.

(RESOLUTION # BPC 22/10/06).

Before a potential applicant can be eligible for scholarship assistance, he/she must submit a complete application with all the required documents attached. The applicant must also attend the Chapter Planning and Regular Meeting in order to be considered.

Application will not be available until the opening dates listed below. The Chapter will not accept any early application.

### **The deadline date will vary also based on Fund Availability for Scholarship.**

#### **OPENING DATES:**

1. Fall Semester – July 1<sup>st</sup>
2. Spring Semester – December 1<sup>st</sup>

#### **DEADLINE DATES:**

1. Fall Semester – July 31<sup>st</sup>
2. Spring Semester – December 31<sup>st</sup>

#### **ELGIBILITY:**

1. Must be a registered voter of the Baca/Prewitt Chapter for at least 1 year or parent must be a registered voter for 1 year.
2. Must be enrolled full-time or part-time in an accredited college, university, vocational institution, or technical school.
3. Must be a member of the Navajo Nation with a valid census number.

#### **REQUIRED DOCUMENTS:**

1. Accurately complete Chapter Scholarship Application
2. Copy of valid Social Security Card required.
3. C.I.B.
4. NN Voter Registration Card
5. High School or College Transcript (Official or Unofficial).
6. Current Class Schedule
7. Original Letter of Acceptance from the school of attendance.

#### **STUDENT RESPONSIBILITIES:**

Before any application is accepted, all essential documents must be present or the application will be considered incomplete and denied.

1. Applications are available at the Chapter House. Complete the application with all required

- documents attached and return to the Chapter in a timely manner.
2. Maintain a Grade Point Average of 2.5 or “C”.

### **CHAPTER STAFF RESPONSIBILITIES:**

1. Provide applications upon dates.
2. Inform the students of the Chapter Meetings.
3. Safeguard all essential documents and file them according to the Records Management Policies and Procedures.

### **AWARD AMOUNTS:**

The listed award amounts are based on fund availability and based on the semi-annual Navajo Nation Scholarship Budget. If funds are limited, the award amounts will be reduced to benefit more students or the number of students accepted or awarded will be reduced.

1. Grad-student are eligible for maximum amount of \$600.00.
2. Full-time students are eligible for a maximum amount of \$500.00.
3. Part-time students are eligible for a maximum amount of \$300.00

### **PURPOSE OF SCHOLARSHIPS:**

1. Assist with educational expenses such as tuition, books, supplies or room and board.

### **STUDENT OBLIGATIONS:**

Upon awarding, the student must meet the following conditions:

1. Utilize the awarded funds toward educational needs and goals.
2. Submit requested transcripts at the end of each awarded semester.

### **PROBATION**

Probation will only apply when the student fails to complete the semester as per registration.

The probation period will be one (1) full school year for any of the following reasons:

1. Withdrawal from Institution.
2. Lack of attendance.

4. Insufficient credits hours per classification.
5. GPA below 2.5 or C Grade equivalent.
6. Failure to submit an official transcript at the end of the awarded semester.

### **REPAYMENT**

1. If the Student fails to complete the registered semester awarded, repayment of the awarded amount must be made to the Chapter and probation applied.

The Chapter is always open to hear innovative ideas to improve our community, so please offer your ideas and suggestions.

**BACA/PREWITT CHAPTER  
P.O. BOX 563  
PREWITT, NEW MEXICO 87045**

**TELEPHONE: 505-972-9917  
FAX: 505-972-4221**

**POLICIES  
AND  
PROCEDURES  
FOR THE CHAPTER  
SCHOLARSHIP/FINANCIAL  
ASSISTANCE**

**EFFECTIVE:  
NOVEMBER 12, 2012**

**DUE ON OR BEFORE JULY 31, 2023 AT NOON**

NO: \_\_\_\_\_

**NO LATE APPLICATIONS WILL BE ACCEPTED! NO EXCEPTIONS!**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**BACA/PREWITT CHAPTER  
SCHOLARSHIP RECIPIENT COVER SHEET**

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**The following documents must be attached with the scholarship application. NO EXCEPTIONS  
PLEASE USE BLACK OR BLUE PEN TO COMPLETE THE APPLICATION**

- \_\_\_\_\_ **Current Scholarship Application**
- \_\_\_\_\_ **Valid Driver's License or Valid Picture ID**
- \_\_\_\_\_ **Social Security Card**
- \_\_\_\_\_ **Certificate of Indian Blood**
- \_\_\_\_\_ **NN Voter's Registration Card (if under 18 parent's voter registration card**
- \_\_\_\_\_ **required Letter of Admission or Enrollment Verification for Fall 2023**
- \_\_\_\_\_ **Class Schedule or Registration Form for Fall 2023**
- \_\_\_\_\_ **Signed Policy and Procedures**
- \_\_\_\_\_ **High School Official Transcript for recently high school graduates**
- \_\_\_\_\_ **College Transcript from the last semester attended**

\_\_\_\_\_ DOCUMENTS VERIFIED BY:

\_\_\_\_\_ DATE:

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IF COMPLETED, THE APPLICATION AND DOCUMENTATION WILL BE FORWARDED TO THE  
CHAPTER MANAGER FOR FINAL APPROVAL

<input type="checkbox"/>	<b>APPROVED</b>
<input type="checkbox"/>	<b>DENIED</b>

\_\_\_\_\_ Chapter Manager 's Signature

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**COMPLETED APPLCIATION**

\_\_\_\_\_ CHECK FOR SIGNATURES

\_\_\_\_\_ COPY OF CHECK

\_\_\_\_\_ Chapter Official Signature

**COMMENTS:**

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**Baca/Prewitt Chapter**  
**P.O. Box 563**  
**Prewitt, NM 87045**  
**Phone: 505-972-9917**  
**Fax: 505-972-4 221**

<b>Term(s) Applying For:</b>
2023 Fall Semester

PLEASE USE BLACK OR BLUE PEN TO COMPLETE THE APPLICATION.

**Baca/Prewitt Chapter Scholarship and Financial Assistance**

NAME (First, Middle, Last)		Social Security Number:		Census Number:	
Current Mailing Address: City/ State/ Zip Code:				Telephone Number:	
Birth Date:		Sex:		Marital Status:	
Number of Dependents:					
Are You a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a registered Voter of Baca/Prewitt Chapter? MUST PROVIDE PROOF OF VOTER REGISTRATION: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Mother's Name		Address: City/State/Zip Code		Tribe:	
Father's Name		Address: City/State/Zip Code		Tribe:	

**EDUCATION INFORMATION**

High School: Name/City/State/Zip Code		Month/Year of Graduation or GED Certification:	
College Classification Freshman Sophomore Junior Senior Graduate Post -Graduate e	College, University, you plan to attend: Name: City/State/Zip Code		
	Major :		Type of Degree Seeking:
	Letter of Acceptance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter Resolution: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Requested:
Name of College or University Last Attendant		Month and Year:	Have you received NN? Scholarship before? <input type="checkbox"/> Yes <input type="checkbox"/> No When
Have you received a Chapter Scholarship before? <input type="checkbox"/> YES   <input type="checkbox"/> NO,   If Yes WHEN?		Institution:	
I Certify that the information provided is correct and accurate to the best of my knowledge.			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Check off List for Completion:**

- |   |   |
|---|---|
| <input type="checkbox"/> Current Scholarship Application    | <input type="checkbox"/> Signed Policies & Procedures |
| <input type="checkbox"/> Letter of Admission                | <input type="checkbox"/> Social Security Card         |
| <input type="checkbox"/> Verification of Voter Registration | <input type="checkbox"/> Census Number (CIB)          |
| <input type="checkbox"/> Registration form/Class Schedule   | <input type="checkbox"/> Photo Identification         |
| <input type="checkbox"/> Official Transcript                |   |



# Baca/Prewitt Chapter

Cecil Lewis Jr., President  
Cindy H Vandever, Vice President  
Geneva Werito-Secretary-Treasurer  
George Tolth, Council Delegate  
Kevin Long, Land Board  
Sharon Loley, C.M.  
Vacant, A.A.



Jonathan Nez  
President

Myron Lizer  
Vice-President

## MEMORANDUM

DATE: July 01, 2021  
TO: All Chapter Scholarship Recipients  
FROM: **Baca/Prewitt Chapter Administration and Chapter Officials**  
SUBJECT: Understanding of Obligation of the Chapter Scholarship and Financial Assistance Awards and Chapter Scholarship or Financial Assistance Policies and Procedures

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SIGNATURE:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Signature, if Minor

\_\_\_\_\_  
Date