

PROCEDURES AND GUIDELINES FOR ADMINISTRATION OF
THE PANHANDLE RUNNERS CLUB SCHOLARSHIP

1. Name of the Fund: Panhandle Runners Club Scholarship
2. Accounting: Any donations and disbursements related to this scholarship shall be accounted for separately.
3. Projected Number of Scholarships, Amount(s), & Distributions:
A maximum of two unrestricted, non-renewable \$500 scholarships to be awarded to one deserving male and one deserving female high school student. As the scholarship grows in assets the Panhandle Runners & Triathletes Club Board will be empowered to increase the number of awards and amount. Scholarships shall be awarded annually on a competitive basis.
4. Criteria of Eligibility:
 - A. Eligible students must reside in Bay County.
 - B. Students are not required to be a club member
 - C. Students should be an active athlete with preference given to those involved in running.
 - D. Students must have a GPA of 85% or higher
 - E. Students must submit a completed application
 - F. Students must submit two letters of recommendation (as stated on the application)
 - G. Students must submit a short essay describing their academic, extracurricular/volunteer, and running achievements (as stated on the application)
 - H. Students may be asked to present their scholarship application
5. Selection Committee:
 - A. The selection committee will be appointed by the Panhandle Runners and Triathletes Club Board of Directors and will include 3-5 members consisting of guidance counselors, department heads, coaches, club members or any representative designated by the board to be involved in the selection process
 - B. The Panhandle Runners and Triathletes Club Board of Directors must vote on and approve the final decision of scholarship recipient(s) recommended by the selection committee.
6. Notification & Identification:
 - A. No announcement of selected recipients shall be made until the Panhandle Runners and Triathletes Club Board has acted on the recommendations. Once the Board has approved the successful candidate(s) they will be notified jointly by the school and the Panhandle Runners and Triathletes Club.

- B. Scholarship applications will be received by mail at Panhandle Runners Club Attn: Scholarship Committee PO Box 381 Panama City, FL 32402 or electronically at Panhandlerunnersfl@gmail.com (put Scholarship in the memo) by April each year to notify schools by very early May.
- C. Students will be recognized on our FB page, in a press release, and on our website.
- D. Whenever possible a Panhandle Runners and Triathletes Board member will be present at graduation(s) to assist in presenting the award and promoting the scholarship.

EXIBIT A

See attached application