

**STAFF SENATE**  
**LILLY HARMON BOOK SCHOLARSHIP GUIDELINES**  
(Revised 1/8/2014)

I. PURPOSE

The Lilly Harmon Staff Senate Book Scholarship was established in memory of long-time UCA employee, Lilly Harmon. The scholarship was created to assist a UCA full-time staff employee who meets the eligibility criteria for the staff fee waiver as outlined in the Staff Handbook. Preference will be given to a full-time staff employee who is pursuing a degree in technology or math field, such as Computer Science, MIS, or Math. The value may not exceed \$300.00 per semester, depending on scholarship funds available. The scholarship is awarded on a yearly basis to a full-time UCA staff employee enrolled in UCA financial aid eligible credit courses. Applicants must meet eligibility requirements each semester.

II. VALUE OF THE SCHOLARSHIP

One scholarship will be awarded each semester with a maximum value not to exceed \$300.00, depending on the scholarship funds available.

III. ELIGIBILITY

Any applicant for this scholarship must be:

- A. A full-time member of the UCA staff who is eligible for fee remission in accordance with the UCA Staff Handbook.
- B. The applicant must have a minimum cumulative grade point average of 2.5.
- C. The applicant must have completed at least 30 hours of college credits from UCA or any other two or four year college or university by the end of the spring semester of the current application year.
- D. The applicant should include statements of need, educational goals and plans, and efforts to finance his/her education.

IV. ADDITIONAL REQUIREMENTS

- A. Application must be submitted online.
- B. The recipient of the Lilly Harmon Staff Senate Book Scholarship will be required to work one home football game and two home basketball game as a ticket taker/usher during the year awarded the scholarship. Failure to meet these requirements can result in forfeiture of the scholarship for the upcoming semester and can be considered in future awards by the Staff Senate Scholarship Committee.

V. ADMINISTRATION

- A. The fund will be directed by the Staff Senate Scholarship Committee with the approval of the Staff Senate.
- B. One scholarship will be awarded from the principal and/or income. The amount of the scholarship will be recommended by the scholarship committee based on available funds.
- C. The Lilly Harmon Staff Senate Book Scholarship fund will be deposited in the University of Central Arkansas Foundation, Inc. and the Staff Senate will be the director of the fund.

- D. Guidelines for the scholarship fund may be changed with a two-thirds (2/3) vote of the members of the Staff Senate.
- E. The scholarship selection committee must have at least three members present to vote on recipients, none of whom are applying for the scholarship and/or related to a scholarship committee member.
- F. The scholarship will be awarded on a yearly basis and dispersed per semester based on eligibility.
- G. For the recipient to maintain eligibility, the employee must have a 2.5 cumulative grade point average and have worked one home football game at the end of the fall semester.

#### VI. AWARD CRITERIA

- A. The applicant should include a brief statement of his/her education goals and plans.
- B. The applicant should include a statement detailing his/her efforts to finance his/her education.
- C. The applicant should state his/her need for the scholarship.
- D. Tie Breakers:
  - 1. Grade point average
  - 2. Years of employment at UCA
  - 3. Number of credit hours attempting per semester
  - 4. Number of credit hours completed