

# ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

**TITLE: Erik B. Ernst Explorer Scholarship Program**

**APPROVAL SIGNATURE:**



**NAME: Whitney P. Laning**

**TITLE: RCCC President**

**DATE: 04/20/2012**

**POLICY NO.: 12-125**

**PROGRAM : RCCC**

**SECTION: Awards**

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## **1. Purpose**

The Erik B. Ernst Explorer Scholarship is established by the Rowlett Citizen Corps Council (RCCC) to promote and support the continued educational development of Rowlett Explorer Post (Explorer) members who study towards a career in Public Safety or a related Emergency Services field in keeping with the RCCC Mission. The scholarship is competitive in nature and not conferred by virtue of title, status or membership.

## **2. Background**

This scholarship honors the founder of Rowlett Explorer Post One, Erik B. Ernst. In late 2007, Erik led the charge to develop a program where we could build values and mentor youth in a multi-disciplined emergency management program. Because of Erik's experience with Cub and Boy Scouts, he knew that Learning for Life's Exploring program was exactly the program that would do that and more. The RCCC Board of Directors voted unanimously to pursue a charter with Learning for Life and appointed Erik as first Director of the program. In short order, Erik was able to write new operations policies, recruit Adult Advisors, develop an Explorer recruitment plan and shape the fledgling program into a sustainable entity.

Today, the Rowlett Explorer Post One is a vibrant, energetic program largely due to the leadership, commitment and passion of Erik B. Ernst. The program is integrated with our Community Emergency Response Team (CERT) program. Rowlett Explorers are a tight unit of highly respected, mature young adults who perform as well as or better than adults with the same level of skill and training. We credit their success directly to the leadership, mentoring and attitude modeled by Erik during his tenure as Explorer Director.

## **3. Authority**

Authority for implementing this policy shall reside solely with the RCCC Board of Directors. All award decisions are made by the RCCC Board of Directors and considered final at the time of award announcement.

## **4. Eligibility**

Applicants must satisfy all of the following criteria to be eligible to apply:

- 4.1. Applicants must have served in an elected leadership role for a period of not less than 6 months in the Rowlett Explorer Post. The Explorer Director shall be responsible for verifying this criterion.
- 4.2. Applicants must be Explorer members in good standing as determined by the Explorer Post SOP, and are not subject to any ongoing or unresolved disciplinary actions.
- 4.3. Former Explorer members are eligible to apply if they meet the same criteria as current members.
- 4.4. Applicants must have a letter of acceptance from an educational institution that normally maintains faculty and curriculum, and has a regularly organized body of students.
- 4.5. Applicants must have the intention to pursue a career in Public Safety or a related Emergency Services field in keeping with the RCCC Mission.
- 4.6. Explorer Volunteer of the Year Award recipients are automatically eligible.
- 4.7. The scholarship is a one-time award. Previous scholarship awardees are not eligible to apply.

## **5. How to Apply**

- 5.1. The RCCC Board of Directors will accept applications during the month of January each year in consideration for the Erik Ernst Explorer Scholarship.
- 5.2. Each applicant should put together a packet which contains the following information:
  - 5.2.1. Copy of their acceptance letter from an educational institution as defined elsewhere in this policy.
  - 5.2.2. An essay of not less than 500 words that includes the following topics:
    - 5.2.2.1. The applicant's intended career choice.
    - 5.2.2.2. The motivation for their career choice.
    - 5.2.2.3. How the Explorer Post has prepared them for their career choice.
  - 5.2.3. A brief listing of offices held, activities, projects or other leadership opportunities completed during their tenure as an Explorer.
  - 5.2.4. An estimate of the total service hours contributed to the RCCC through Affiliated Programs (CERT, Fire Corps, VIPS, and Explorers) during their tenure as a RCCC member.
  - 5.2.5. A statement of eligibility from the current Explorer Post Director.
- 5.3. A completed application packet should be given to the RCCC President or Explorer Director for consideration no later than the last day of January.

## **6. Selection Process**

- 6.1. The RCCC President shall appoint a Selection Committee minimally consisting of at least one Explorer Adult Advisor or Associate Advisor, one RCCC Board Member, and one RCCC Corporate Officer.
- 6.2. The Selection Committee shall meet as often as it deems necessary in closed session to consider each application during the month of February.
- 6.3. The Selection Committee shall forward their recommendation to the RCCC President for presentation at the next available RCCC Board of Directors meeting or consent vote.
- 6.4. The RCCC Board of Directors shall vote on the recommendation from the Selection Committee.
- 6.5. Results will be announced at the Annual RCCC Awards and Recognition Banquet. In the event there is no banquet, the RCCC Board of Directors shall determine an appropriate method of announcement for the award.
- 6.6. The Selection Committee shall use the following process to evaluate each application:
  - 6.6.1. Selection criteria shall be point based to ensure a fair and efficient process for each application.
  - 6.6.2. The Selection Committee shall embargo all evaluation results and discussions until the RCCC Board of Directors announces the award.
  - 6.6.3. The Selection Committee shall use the following criterion to evaluate each application:
    - 6.6.3.1. Does the application have the required documentation as required by this policy? (10 points)
    - 6.6.3.2. Has the applicant held the required leadership positions while a member of the Explorer Post? (10 points)
    - 6.6.3.3. How well does the essay show the intent to pursue a career in Public Safety or an Emergency Services field? (25 points)
    - 6.6.3.4. How well does the essay explain their career choice, and reasoning for that career choice? (25 points)
    - 6.6.3.5. How well does the essay explain how the Explorer Post experience prepared them for their career choice? (30 points)
    - 6.6.3.6. Is the applicant the recipient of an Explorer Volunteer of the Year award? (10 point bonus)

## **7. Scholarship Prize**

- 7.1. Scholarships under this policy are awarded on a funds available basis as approved by the RCCC Board of Directors. For this reason, the RCCC cannot guaranty the sustainability of the scholarship from year to year. An announcement of the award status will be made no later than the end of December prior to the January submission period.
- 7.2. The scholarship award made under this policy shall be set at \$500.

- 7.3. This is a single scholarship award program. No more than one scholarship shall be awarded in any calendar year under this policy.
- 7.4. All awards shall be announced and presented at the Annual RCCC Awards and Recognition Banquet unless other arrangements have been made by the RCCC Board of Directors.
- 7.5. All awards shall be in the form of legal tender, cash or check payable directly to the applicant.

**8. Conditions of Use**

- 8.1. The scholarship is to be used for study at an educational institution that normally maintains faculty and curriculum, and has a regularly organized body of students.
- 8.2. A recipient may use award funds for tuition, fees, course-required books, supplies and equipment, room, board, or travel that is incidental to the purposes of the scholarship.

