

**TEXAS RABBIT BREEDERS ASSOCIATION, INCORPORATED**  
**SCHOLARSHIP FUND OPERATING PROCEDURES**

Scholarship Fund created by membership 7/94; Rev 7/09; Rev 10/22; Rev 4/23

**SCHOLARSHIP AWARD FUND – BULK ACCOUNT**

1. The TRBA will maintain a Scholarship Fund (Bulk Account) to award scholarships at the annual membership meeting each year. The funds must be used for scholarship purposes. A maximum of five (5) scholarships may be awarded if the eligible applicants are found deserving.
2. Monies for the fund will be procured from donations, raffles, auctions, shows and other activities so designated. Interest and other income derived may also be allowed to remain in the Bulk Account provided the cap is not exceeded.
3. The President, Vice-President, **Secretary and Treasurer** will maintain the Bulk Account in a CD or other income-producing account.
4. The Bulk Account will not exceed a \$25,000 cap upon renewals or other movements of funds.
5. All monies exceeding \$15,000 will be placed in the Scholarship Award Fund (Checking Account).

**SCHOLARSHIP AWARD FUND – CHECKING ACCOUNT**

1. A separate interest-bearing account will be established and maintained by the President, Vice-President, **Secretary and Treasurer**. The purpose of this account is to hold those funds received by the TRBA and designated for the Scholarship Fund. This includes donations, raffles, shows, auctions, and other related activities so designated. All income derived from the Bulk Account may also be placed in this account. The funds must be used for scholarship purposes.
2. The President will appoint a Scholarship Awards Committee to perform the task of reviewing and selecting qualified TRBA members who apply for scholarships. All monies in this account may be used for scholarship awards up to a maximum of five (5) total. All excess monies over \$3,750 left in the account after the payment of scholarships will be transferred to the Bulk Account upon renewal.
3. Each TRBA member selected to be awarded will receive a \$750.00 scholarship. **Fifty percent (50%) will be issued for the fall semester and fifty percent (50%) for the spring semester of the award school year as a full-time student.** The awardees must provide satisfactory proof **of enrollment** for issuance of the scholarship money. The TRBA Scholarship is to be **issued to the student** and used for college or vocational training **and expenses.**

**QUALIFICATIONS**

1. Applicant must be a member in good standing of the TRBA and have actively engaged in breeding, raising and show of rabbits/cavies for at least three (3) years immediately preceding graduation from high school. Applicant must be a legal resident of the State of Texas.
2. Applicants must have graduated from high school with at least a "C" average, or if already attending college or vocational training, must maintain a "C" average (GPA of 2.0 on a 4.0 system).
3. **Applicant is no older than 23 years and graduated from high school in the past five years.**

## APPLICATION FOR TRBA SCHOLARSHIP

The scholarship application may be downloaded from the TRBA website. Notice of application deadlines and basic requirements will be printed in the **October/November/December** issue of the TRBA Newsletter and/or posted on the TRBA website. The application must be completely filled out and uploaded to the link on the TRBA website no later than **February 1**. The Scholarship Awards Committee chairperson will verify membership eligibility with the TRBA secretary upon receipt of the application.

1. The applicant must submit any combination **of four (4) letters** of recommendation from teachers, Extension Agents/4-H leaders, employers, and/or adult TRBA members in good standing. No letters of recommendation will be allowed from TRBA Officers, Directors, Scholarship Awards Committee members, parents, relatives, or tutors.
2. If attending high school, applicant must submit an official high school transcript. **If home-schooled, applicant must submit a notarized home-school grade transcript signed by parent or guardian.** If attending college or vocational school, applicant must submit an official transcript from the attending college or school.
3. **The application must be typed in black ink in font size 11 or 12, using Calibri or Times New Roman. The essay must be double-spaced. Application may be submitted in PDF or Word format.**
4. The applicant will respond to the following essay topic: "How has raising and showing rabbits and/or cavies played a role in your development as a leader? How will this leadership development benefit your future plans and goals?"
5. **One photo must be submitted with the application. The photo must be a headshot and not include any other person.**
6. Application must be made and approved each year. Scholarship Award is for one (1) year only. A previous recipient may reapply for consideration each year he or she is qualified.
7. The scholarship application will be evaluated for adherence to the stated rules and will be scored per the approved rubric. The scores from the evaluation rubric will be utilized to determine the awardees.

## AWARDS

1. **The Scholarship Committee will make award recommendations to the TRBA Board of Directors by March 1. The TRBA Board of Directors will take action on the recommendations prior to the TRBA Annual Meeting. Family members of scholarship applicants may not vote on this action.**
2. Awards will be announced at the TRBA Awards Banquet held during the State Show and Convention.
3. **Recipients will provide the TRBA Secretary will proof of graduation by submitting an official final transcript. In addition,** the recipient will provide proof of enrollment at an institution of higher education prior to the award being paid.

### *Changes/considerations:*

- *Updated "Secretary/Treasurer" to "Secretary and Treasurer"*
- *Submit one payment to align with fiscal year at recommendation of Audit Committee.*
- *Added "issued to student" and "for expenses" – it was implied but not explicit.*
- *Home schooled Notarized transcript requirement was removed in 2018, per Kenny.*
- *Reworded the requirements about typing.*
- *Does BOD approve the list, or just the committee? If BOD, need to add #1 under awards.*
- *Do we need proof of graduation AND proof of enrollment? Proof of enrollment should suffice.*

**DRAFT TEXAS RABBIT BREEDERS ASSOCIATION, INCORPORATED**  
**SCHOLARSHIP APPLICATION RUBRIC Rev 10/22; 4/23**

<b>Application Requirements (If any requirement is marked no, please stop grading.)</b>		
	<b>Yes</b>	<b>No</b>
1. Application was received on or before the established due date.		
2. Applicant has been a TRBA member in good standing for at least 3 years.		
3. Applicant is no older than 23 years and has graduated from high school in the past 5 years.		
4. Applicant has maintained at least a "C" grade point average (2.0 on 4.0 system).		
5. The applicant submitted any combination of four (4) letters of recommendation from teachers, Extension Agents/4-H leaders, employers, and/or adult TRBA members in good standing. No letters of recommendation from TRBA Officers, Directors, Scholarship Awards Committee members, parents, relatives, or tutors.		
6. Applicant submitted official transcript.		
7. One head shot photograph submitted.		

<b>Application Evaluation</b>			
<b>Application Component</b>	<b>Exceeds (6 - 10 points)</b>	<b>Meets (1 - 5 points)</b>	<b>Does Not Meet (0 points)</b>
<b>Part 1</b> -Applicant provides a list of breeds raised and club membership.	Rabbit/cavy breeder depth is well-developed. Club memberships indicate breed promotion and active participation.	Rabbit/cavy breeder depth is developing. Some or minimal rabbit club participation.	Rabbit/cavy breeder depth is minimal or lacking. No club membership or participation indicated.
<b>Part 2 Question #1</b> Offices, committees in rabbit/cavy organizations in past 3 years.	Applicant demonstrates extensive participation and leadership activities in past 3 years.	Applicant demonstrates some participation and leadership activities in past 3 years.	Applicant does not demonstrate participation or leadership activities in past 3 years.
<b>Part 2 Question #2</b> The applicant lists important awards earned from participating in the rabbit/cavy project in the past three years.	Awards demonstrate an extensive variety of success with showing rabbits/cavies. Awards indicate applicant has developed extensive rabbit/cavy knowledge and growth over past 3 years.	Awards demonstrate a variety of success with showing rabbits/cavies. Awards indicate applicant has developed rabbit/cavy knowledge and growth over past 3 years.	Few or no awards are listed. Applicant is unable to demonstrate a variety of success with showing rabbits/cavies or the development of knowledge and growth over the past 3 years.
<b>Part 2 Question #3</b> The applicant describes leadership in other agricultural related groups, civic projects, and school activities.	The applicant has extensive leadership in other agricultural related groups, civic projects, and school activities.	The applicant describes leadership in other agricultural related groups, civic projects, and school activities.	The applicant has not adequately described leadership in other agricultural related groups, civic projects, and school activities.
<b>Part 2 Question #4</b> The applicant has promoted the rabbit/cavy project in the past 3 years.	The applicant has extensively promoted the rabbit/cavy project in the past 3 years.	The applicant has promoted the rabbit/cavy project in the past 3 years.	The applicant has not adequately promoted the rabbit/cavy project in the past 3 years.
<b>Part 2 Question #5</b> The applicant has taught others new skills to increase knowledge of rabbits/cavies in the past 3 years.	The applicant has extensively taught others new skills to increase knowledge of rabbits/cavies in the past 3 years.	The applicant has taught others new skills to increase knowledge of rabbits/cavies in the past 3 years.	The applicant has not taught others new skills to increase knowledge of rabbits/cavies in the past 3 years.

<b>Part 2 Question #6</b> The applicant has promoted the TRBA in the past 3 years.	The applicant has promoted the TRBA extensively in the past 3 years.	The applicant has promoted the TRBA in the past 3 years.	The applicant has not promoted the TRBA in the past 3 years.
<b>Part 2 Question #7</b> The applicant has gained benefits from TRBA and related rabbit/cavy organization participation.	The applicant has gained extensive benefits from TRBA and related rabbit/cavy organization participation.	The applicant has gained some benefits from TRBA and related rabbit/cavy organization participation.	The applicant has gained few or no benefits from TRBA and related rabbit/cavy organization participation.
<b>Part 2 Question #8</b> The applicant explains their involvement in TRBA.	The applicant demonstrates extensive involvement in TRBA.	The applicant demonstrates average involvement in TRBA.	The applicant's involvement in TRBA is minimal or nonexistent.

<b>Essay Evaluation</b>			
<b>Conventions</b>	<b>Exceeds (6 - 10 points)</b>	<b>Meets (1 - 5 points)</b>	<b>Does Not Meet (0 points)</b>
The application must be typed in black ink in font size 11 or 12, using Calibri or Times New Roman. The essay must be double-spaced. Application submitted in PDF or Word format.	The essay meets all of the requirements for word count, font and format. Minimal or no grammar or punctuation errors.	The essay meets most of the requirements for word count, font and format. Grammar and/or punctuation errors are present but do not detract from the message of the essay.	The essay does not meet the requirements for word count, font and format. Grammar and/or punctuation errors are extensive and detract from the message of the essay.

<b>Organization and Development of Ideas</b>	<b>Exceeds (26 - 50 points)</b>	<b>Meets (10 - 25 points)</b>	<b>Minimal (1 – 9 points)</b>	<b>Does Not Meet (0 points)</b>
The essay answers the question of “How has raising and showing rabbits and/or cavies played a role in your development as a leader? How will this development benefit your future plans and goals?”	The applicant provides extensive explanation of the benefits of their rabbit and/or cavy project on their leadership development, plans, and goals. The essay organized, evidence is well chosen and effective, expression is clear.	The applicant provides adequate explanation of the benefits of their rabbit and/or cavy project on their leadership development, plans, and goals. Organization is limited, expression of ideas is basic.	The applicant provides minimal explanation of the benefits of their rabbit and/or cavy project on their leadership development, plans, and goals. Organization is weak, evidence is insufficient or irrelevant, expression of ideas is ineffective.	The applicant does not provide adequate explanation of the benefits of their rabbit and/or cavy project on their leadership development, plans, and goals. Essay lacks organization or evidence. Expression is unclear.

<b>Scoring Total</b>	
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