

## **Pinewood Property Owners Association**

### **Scholarship Program Process**

The Pinewood Property Owners Association (PPOA) Scholarship Award was established in 2005 to provide community funded awards to graduating high school seniors who reside in our community and demonstrate well-rounded leadership. The annual process for the PPOA Scholarship Committee to follow in selecting and awarding the Scholarship Awards will take these steps:

#### **Step 1:**

In February of each year, contact the High School Counselors at each Flagstaff high school to advise them of the PPOA Scholarship Awards and solicit their help in selecting qualifying high school seniors to participate in the scholarship program. The program description and application can be found on the website: [www.pinewoodppoa.org](http://www.pinewoodppoa.org) under PPOA Information and Forms, Scholarship Program for Munds Park Graduating Seniors.

Current High School Counselors are:

Ms. Diane Sorden  
Counselor  
Coconino High School  
[dsorden@fUSD1.org](mailto:dsorden@fUSD1.org)  
928-773-8200

Ms. Katherine Pastor  
Guidance Counselor  
Flagstaff High School  
[kpastor@fUSD1.org](mailto:kpastor@fUSD1.org)  
928-773-8120

#### **Step 2:**

March and April of each year, contact the Pinewood News and have an article placed in the monthly newspaper describing the PPOA Scholarship Award program. Advise interested students that the application can be found on the PPOA website, complete application, return to the PPOA and that it must be postmarked no later than May 31<sup>st</sup> in the year award is to be given.

**Step 3:**

Within the first three weeks of June, each PPOA Scholarship Committee Member will receive copies of the student applications, review and meet to select the award recipients based upon the scholarship selection criteria. The selected recipients' names will be presented to the PPOA Board at their June meeting. Upon board approval, the Scholarship Committee Chair will contact each scholarship recipient and inform them on their being selected to receive the PPOA Scholarships. They will be instructed to submit back to the Scholarship Committee Chair, via email, their college's Office of Student Aid address and their college student ID number. The recipients will be requested to attend the July PPOA annual meeting for award presentation

**Step 4:**

In preparation for the July Annual meeting, the Scholarship Award certificates will be prepared for presentation. The Scholarship Committee Chair will provide the PPOA Treasurer with each student's college Office of Student Aid address, the student's Social Security number and their college student ID numbers. The PPOA Treasurer will submit scholarship checks and the scholarship administration instructions letter to each scholarship recipient's college.

**Step 5:**

Scholarship Awards will be presented to each student at the annual PPOA homeowners meeting. Photos will be taken and submitted for publishing in the Pinewood News. Each high school counselor will be advised of the students who were awarded scholarships, along with notes of appreciation for their assistance.