

Standard Operating Procedure – TAHN Scholarship

- I. Purpose: It is the purpose of this policy to set forth guidelines for scholarship awards by the Texas Association of Hostage Negotiators for the benefit of their members their dependents' college education.

- II. Duration: It will be the intent of the Board of Directors to present any scholarships publically in front of the membership during the association's annual conference. Dates, times, and order of presentation are flexible depending on conference events and schedules.

- III. Considerations:
 - A. Scholarship applications will be accepted and considered for the time frame of the previous twelve months since the last scholarship award. Nominations must be received by the board of directors for deliberation before the October 1st each year.
 - B. Scholarship applications collected and presented for deliberation will be discussed and voted on by the elected board of directors. In the case where a board member or a board member's dependent is being considered as a scholarship recipient, that board member will recuse themselves from the voting process.

- IV. Scholarship:
 - A. *Application*
 1. The applicant must be a member or dependent of a member in good standing of the Texas Association of Hostage Negotiators for at least three full years prior to application.
 2. Scholarship applications must be made before the start of the applicant's 3rd (Junior) year of college.
 3. Each scholarship applicant must submit the following:
 - a) A completed Texas Association of Hostage Negotiators Scholarship application form (available at the association website www.tahn.org).

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- b) The most recent high-school/college transcript or GED certification.
- c) Resume / Work History
- d) A written statement regarding education and career goals (essay of 250-500 words)

B. Submissions

1. Submissions will be made to the board member acting as head of the scholarship committee, as designated by the president.
2. The scholarship committee member(s) will collect all submissions and attempt to redact names and personal information on the documents before submitting to the voting members of the board for discussion and decision.

C. Scholarship Awards

1. Scholarships presented will be in the amount of \$1000 each.
2. Up to three (3) scholarships may be awarded each year.
3. No person will be allowed to receive the scholarship award more than once.
4. Funds dispersed will be made directly to the education institution.