

Hammarkjold Scholarship Committee Guiding Principles

1. The Hammarkjold Scholarship Committee will consist of ten (10) voting members, each of whom is free from any “conflict of interest” (e.g. has a graduating child who is being considered for awards):
 - 2 Representatives from Administration (Principal/Vice Principals or their designates), and
 - 1 Representative from each of the following organizational units: Arts, Business, Communications, Mathematics, Science, Social Sciences, Student Services, Technical Studies.
2. Additional representation from interested staff is welcome at a Hammarkjold Scholarship Committee Meeting. However, voting privilege is restricted to the members identified in Section 1.
3. The purpose of the Hammarkjold Scholarship Committee will be
 - to identify and choose worthy recipients for selected "out of school" awards, and
 - to choose worthy recipients of Hammarkjold scholarships, bursaries, and awards under conditions listed in Section 5.
4. The Hammarkjold Scholarship Committee Meetings will be conducted by the Student Services Department which will
 - compile a list of eligible candidates for each Hammarkjold scholarship, bursary, and award,
 - make available, upon request, the completed application of each eligible candidate,
 - ensure an orderly, expeditious selection process and, if necessary,
 - have the Committee Chair cast any tie breaking vote.
5. All recipients of Hammarkjold scholarships, bursaries, and awards will be selected under the following five conditions:
 - i. A completed application by a Hammarkjold student for the specific scholarship, bursary, or award must have been submitted to Student Services by the due date published in the annual Hammarkjold Scholarships, Bursaries, and Awards Handbook.

Exception: Those awards decided by marks only, by accomplishment only, or by the requirement of the Committee to nominate and/or select worthy candidates.
 - ii. Hammarkjold scholarships, bursaries, and awards with the highest monetary value will be decided first to ensure proper recognition of the year's most worthy candidates.
 - iii. All other Hammarkjold scholarships, bursaries, and awards will be decided not only on the basis of fairness/justness, but also of **balance** (ie. recognizing as many other worthy candidates as possible, especially those who have achieved honour roll standing.)

*Note: A member of the Scholarship Committee, or a separate non-voting member acting as a “Reporter”, will be asked to keep a “running total” of money awarded **by the Committee only** to individual award recipients. Money awarded to a student by “outside” agencies will not be included in the “running total” or even be a consideration by the Hammarkjold Scholarship Committee in the selection process.*
 - iv. All decisions should be considered final. In the event of an error in the collective judgement of the Scholarship Committee, only a clear majority vote (7 of 10 votes) can reverse a decision.
 - v. All discussions leading to decisions and choices made shall be considered **confidential**. Disclosing the names of recipients in advance of Convocation or detailing individual committee members’ comments or actions during the Committee Meeting shall be considered a breach of confidentiality.
6. A major Hammarkjold Scholarship Committee Meeting will be held annually in early May in preparation for the June Convocation.

Dealing with the Unexpected

From time to time, a scholarship, bursary, or award must be decided under unusual circumstances: abbreviated due date, procedural irregularity, sensitivity/confidentiality. Under these circumstances the Scholarships Coordinator will seek approval from the principal or vice principal to strike a small committee to make the appropriate decision.