

TRUST DOCUMENT
ADS HOUSTON SCHOLARSHIP PROGRAM



Section 1: Objective

To provide merit based scholarships to students from the ADS Houston Chapter in order to pursue undergraduate and/or graduate degrees from US accredited institutions.

Section 2: Program Description

Each school year, the ADS Houston Chapter shall award a number of scholarships in accordance with the requirements set forth in this trust document. The number of scholarships and amount per scholarship award may vary from year to year based on funds availability and community needs.

It is anticipated that scholarships totaling \$6,500 per year will be awarded as follows: two \$1,500 scholarships, two \$1,000 scholarships, and two \$750 scholarships. The ADS Houston Chapter Board of Directors shall administer this program through an appointed ADS Houston Chapter Scholarship Standing Committee. The Board may adjust the amount of the annual awards or the number of recipients based upon the availability of funds, community needs, and sustainability of the program.

Section 3: Scholarship Committee

1. The Committee shall administer and operate the scholarship program.
2. The Committee shall be appointed by the Chapter Board of Directors.
3. The Committee shall consist of a Chairperson and three to five members.
4. Committee responsibilities:
 - a. Conduct an annual review and recommend updates of the Scholarship Trust document to the Board with a view of the long term sustainability of the program and the Houston community needs.

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- b. Create and update as needed: application forms, instructions to candidates, application process timelines, and other guidance documents as needed to administer the program.
- c. Maintain a database of all award recipients.
- d. Recommend members of the Selection Committee to be approved by the Board.
- e. Create and update criteria to be utilized by the Selection Committee for evaluation of scholarship candidates.
- f. Receive scholarship applications and deliver to the Selection Committee Chair.

Section 4: Selection Committee

1. A Selection Committee shall evaluate all applications for the scholarship program in accordance with the Trust Document requirements and guidance from the Scholarship Committee and recommend the individual(s) for the scholarship(s) to the ADS Houston Chapter Board of Directors.
2. The Selection Committee shall be made up of two to three ADS Houston Chapter Board members (one of which will be appointed Chair) and two to four diverse Houston Chapter members from the community in good standing as defined in the ADS Bylaws.
3. The Selection Committee and Chair members shall be volunteers that are: recommended by the Scholarship Committee, approved by the Board, and shall serve for the scholarship year in which scholarships are being awarded.
4. Conflict of interest: Selection Committee volunteers who have a potential conflict of interest shall not be appointed to the Selection Committee. A conflict of interest arises when a Selection Committee member and applicant are in a relationship that can potentially impact the Selection Committee member's objective judgment (such as through marriage, or family relations).
5. Selection Committee responsibilities
 - a. Verify eligibility of each candidate in accordance with Section 5.
 - b. Evaluate candidates based on the guidance provided by the Scholarship Committee.
 - c. Complete all evaluations in accordance with the defined timelines.
 - d. Communicate with candidates through the Selection Committee Chair for any missing information needed to complete an application. All formal communications with candidates shall be documented via e-mail.
 - e. All documents and e-mail communications with candidates shall be maintained within each candidate's file.
 - f. A committee member shall recuse him or herself from the Selection Committee should a potential conflict of interest as described in Clause 4 arise.

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- g. Submit a letter to the Board upon completion of the selection process of the candidates' names sorted by order of success for each of the categories of: graduating high school student, returning university undergraduate student, and graduate university student.

Section 5: Eligibility

1. Candidate shall be:
 - a) A "Regular Member" of the ADS Houston Chapter in "Good Standing" (as defined in the ADS Bylaws) at the time of application.
 - b) Attending or planning to attend an accredited higher education institution:
 - i. On a full time basis during the entire award year, OR
 - ii. On a part time basis and is full time employed (40 hours per week) for the entire award year.
2. A graduating high school senior shall have a cumulative GPA of 2.5 or higher.
3. A university undergraduate student shall have a cumulative GPA of 2.5 or higher and in good academic standing (i.e. not on academic probation).
4. A university graduate student shall have a cumulative GPA of 3.0 or higher and in good academic standing (i.e. not on academic probation).
5. The maximum number of scholarships that can be awarded to any individual:
 - a) Four scholarships for undergraduate studies.
 - b) Two scholarships for graduate studies.

Section 6: Scholarship Award Selection Criteria

Candidates shall be evaluated in accordance with the provisions of the Selection Committee Guidance Document which is based on the following criteria:

1. Academic measures (e.g. GPA, class rank, standardized test, etc.).
2. Community service activities.
3. Extracurricular activities.
4. Personal attributes.
5. Letters of recommendation.

Section 7: Funding of the Scholarship Program

1. The scholarship program shall be funded through annual fund raising activities, individual donations, business donations, and the growth of the fund through investment/interest income from the balance in the scholarship fund account.
2. It is the intent that the scholarship fund will eventually reach a level that is self sustaining from the investment income the fund generates.

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3. The ADS Houston Chapter Board of Directors shall deposit all scholarship funds in an account separate from all other ADS Chapter funds.
4. The ADS Houston Chapter Board of Directors shall provide a complete accounting of the status of the program and the fund at the Chapter business meetings.
5. The ADS Houston Chapter Board of Directors shall ensure that the scholarship funds deposited earn interest and/or investment income in a manner that allows the fund to grow but as a minimum, preserves the principal value of the funds deposited into the account.

Section 8: Continuation and Ending of the Scholarship Fund

1. The scholarship fund program is intended to benefit the Houston area Druze community and its continuation is dependent on the community needs and the willingness of the community to support it.
2. If in the future, the scholarship program is determined to be unsustainable because of the lack of funding, need, or interest from the Houston Chapter and community, the program may be discontinued by a majority vote at the Annual Business Meeting. In that event, the remaining funds shall be distributed in the form of scholarships in accordance with the Trust Document until the fund is depleted.
3. The scholarship program shall be reviewed annually by the ADS Chapter Board of Directors to assess its effectiveness and continued benefit to the community. The Board shall provide an update and recommend continuation, adjustments to the program or termination of the program at the Annual Business Meeting.
4. Majority vote by the members of the Chapter will be required to terminate the scholarship program at the Annual Business Meeting.

Section 9: Timeline

The following timeline shall be followed:

Date	Milestone	Notes
March 30	Annual review and amendments to the trust document completed.	Conducted by Scholarship Committee and approved by Board
April 1	Application available to students and notification sent to the community.	Notification to community via e-mail.
April 1-May 30	Application period.	
July 10	Selection Committee recommendations presented to the Chapter Board	
July 15	Board approval of scholarship recipients.	

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August 1	Announcement of scholarship recipients.	
August 1-30	Disbursement of scholarship to educational institutions	Information to be provided by recipients.

Section 10: How to Apply

1. Print the application(s) and instructions from the web-site or request a copy from the Chapter Board.
2. Fill application(s) and mail with supporting documents to:

ADS Houston Scholarship Program
c/o ADS Houston Chapter
1411 Meadow Rue Ct
Sugar Land, TX 77479

Section 11: Amendments to the Trust Document

This trust document may be amended by the Houston Chapter Board of Directors with the exception of items 2 and 4 in Section 8 of this document.

Section 12: Oversight of the Program

The Chapter Board of Directors shall provide at the annual Chapter business meeting a separate and detailed accounting of the status and activities of the scholarship program independent of the annual chapter finances as follows:

1. Income credited to the fund including donations, fund raising activities, organic fund growth, etc.
2. Scholarship amounts paid for the time period.
3. All expenses other than scholarship payouts incurred by the fund.
4. Presentation of the fund status including items 1 to 3 in this section and the names of the recipients of the scholarships.
5. Documentation of meeting the requirements of this section shall be provided in the chapter Board of Directors meeting minutes and the annual business meeting minutes.

Section 13: Related Documents

1. Application (Form A1).
2. Instructions to Candidates (Form A2).

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Approved by: Houston Chapter Board of Directors:

_____ Souheil Ghaoui, President	_____ Vacant, Vice-President
_____ Salim Najjar, Treasurer	_____ Diana Cocab, Secretary
_____ Dima Suki, Director	_____ Nada Abousaab, Director
_____ Nouha Zaineldeen, Director	_____ Bayan Saab, Vice Director
_____ Alaa Ghreizi, ADYA Director	_____ Yara Suki, ADYA Vice Director

Date: March 30, 2013

Revision Record

July 27, 2007	First issue of scholarship Trust Document
April 11, 2009	Revision 01 to Trust Document and applications
March 31, 2013	Revision 02 to Trust Document
March 31, 2015	Revision 03 to Trust Document