

# R.C. Atkins/Handyman Matters Memorial Foundation, Inc.

## The Scholarship award is identified as:

*The R.C. Atkins/Handyman Matters Trade Scholarship*

### Mission:

This scholarship is established as a scholarship award program from which scholarships will be awarded to a deserving candidate(s) committed to learning and practicing in a skilled trade as a career objective. A skilled trade is defined as a learned skill or occupation that generally requires physical work and provides physical, aesthetic, functional or safety utility or improvement to a building and/or physical property. Skills and trades in the Building, Home Improvement, and/or Construction industry generally fit this definition.

### Purpose:

The purpose of this program is to promote/encourage education and/or formal training programs that are applicable to the skilled trades by providing financial assistance to students currently committed to, or enrolled in, a formal program that trains and educates the student in a skilled trade(s) as defined by this plan document. This scholarship is established in memory of Richard "R.C." Atkins. R.C. is the son of Nancy and Rick Atkins of Central Kentucky. R.C. passed away in 2006. As skilled arborist, he worked in the maintenance and management of trees for 10 years. His enthusiasm, inspiration, dedication, and passion for his work is an example for others who are considering a career working in a similar or other skilled trade. The Scholarship award shall be used for educational purposes and applied to the cost of tuition, room and board and/or text books.) The award may be payable directly to the student(s), or to the institution responsible for the training, or as a more appropriate arrangement is required.

### Application Process:

Applications will be accepted from qualified candidates each year by the established annual deadline determined each calendar year by the Selection Committee. All application material is to be returned to: The R.C. Atkins/Handyman Matters Memorial Foundation, Inc., 550 Oak Drive, Lancaster, KY 40444-7722 by the established deadline. Applications should include and may not be limited to those items listed in the Qualifications/Eligibility section. The applicant(s) selected will be notified no later than April 1<sup>st</sup> of each year.

### Qualifications/Eligibility:

- Candidates must currently be verifiably committed to, or enrolled in, an accredited Trade School program or similar accredited type school that offers accredited training programs in the skilled trades. Course work is either to have begun or scheduled to begin within 12 months of scholarship application. Proof of registration and/or commitment will be required.
- Candidates are required to submit a 300-500 word autobiographical essay in which they discuss experiences, community involvement, qualities of character, etc. that they deem important to accomplishing and achieving their goals. The candidate should discuss those experiences that have given the candidate satisfaction, and have helped them form the inspiration or desire to enter the skilled trades field and establish this particular chosen field as a career goal. Lastly, the candidate should explain what a scholarship award will mean to them in meeting life and career goals.
- Candidates will submit no less than two letters of reference from counselors, teachers, professors, business owners, or other relevant professionals who may have had some influence on the candidate's decision to commit to learning the skilled trades and who can attest to the candidate's enthusiasm, dedication, and probability of success in their chosen field of study.
- Candidates must be a US citizen or eligible non-citizen.

- Candidates will submit all material including the Scholarship application itself by the specific pre-set established deadline each year.
- Candidates are to conduct themselves in a manner that does not discredit their school, the trades industry, or The R.C. Atkins/Handyman Matters Memorial Foundation, Inc., and will diligently pursue the completion of their chosen program.
- Candidates may be asked to interview with a member or members of the Selection Committee as part of the application process.
- Board members and their family are not eligible.

Selection:

Scholarships will be awarded to the candidate(s) who is/are chosen by the Selection Committee based on the information obtained in the application process. Material submitted to the Selection Committee during the application process becomes the property of The R.C. Atkins/Handyman Matters Memorial Foundation, Inc. The Selection Committee may consist of the Foundation Officers and the Board of Directors.

Selection Committee: As currently established.

The current selection committee shall be comprised of:

- At least one representative from HMM Inc.
- At least 2 HMM Franchise owners who do not have an eligible candidate being considered.
- At least one representative from outside the HMM organization.
- One member connected to or related to RC Atkins as an obligation and responsibility to maintain the spirit and intent of this program.

The Selection Committee will be responsible for selection and awarding of the scholarship(s) each year. The Board of Directors will develop, control and adhere to the plan document and be responsible for any changes and/or adjustments to the plan document. Further, the Board of Directors will consider and decide both the quantity and amount of the scholarship(s) awarded each year based on the donation amounts, and financial requirements. The scholarship fund will be set up as a simple annual scholarship award program. In no case shall the amount of a single scholarship award exceed the actual amount needed for completion of the chosen recipient's program.

Please Note: Completion of the application process does not guarantee a scholarship award. All applications submitted by the deadline will be evaluated on a number of criteria including need and merit. The R.C. Atkins/Handyman Matters Memorial Foundation, Inc. reserves the right to extend the filing period as may be determined and decided by the of the Board of Directors. The R.C. Atkins/Handyman Matters Memorial Foundation, Inc.'s Executive Director has final decision-making rights regarding scholarship selections. Scholarship amounts may be adjusted based on financial needs, available funds, and/or additional awards. Scholarship recipients may be required to provide the R.C. Atkins/Handyman Matters Memorial Foundation, Inc. with current transcripts and to notify the Foundation of any changes of address, school enrollment, or other appropriate and/or applicable information as it applies to the scholarship.

The R.C. Atkins/Handyman Matters Memorial Foundation, Inc. does not unlawfully discriminate in its selection or recommendation process or policies on the basis of race, age, sex, religion, color, national origin, disability or any other legally protected basis.