

## Emmaus of the Rockies Scholarship Policy

In order to be good stewards of the money used to provide the Walk to Emmaus, the Board of Directors has determined that we must better define and manage the process of obtaining a scholarship to attend a Walk, while still trusting in the power of the Holy Spirit to provide for the needs of Pilgrims, Clergy, and Servants.

**1. Eligibility** - all those who attend or serve a Walk to Emmaus are eligible for Scholarships, based on funds availability:

- Pilgrims - may request a scholarship for up to 50% of the registration fee; all remaining funds should come from the sponsor, reunion groups, and/or the Pilgrim's church.
- Clergy - may request a scholarship for up to 50% of the registration fee, but the member is asked to try to obtain funds from his or her church.
- Team Members - may request a scholarship for up to 50% of the registration fee for no more than one walk per year; all remaining funds should come from reunion groups and/or the Team Member's church.

Exceptions - based on individual extenuating circumstances, Clergy may be awarded a full scholarship. This should be the unusual case.

**2. Process** - scholarship requests must be made in writing (including via e-mail) to the registrar as soon as the need is known, but not later than two weeks prior to the Walk. The request must include the amount being requested and a statement that alternative sources have been sought but not received.

Note: When pilgrims or team members show up at a walk without evidence of a scholarship, but insist that they indeed have one, the support team member should allow them to attend, but document all related circumstances and provide that information to the Registrar.

**3. Source of funds** – scholarships are only to be funded using funds designated and tracked as scholarship funds by the Treasurer. Scholarship money comes from many sources: collected at Community Gatherings, Team Training, Candlelight and Closing at Walks, monies added to payments (for Team attendance, for example), or funds donated directly to EOTR expressly for scholarships. The profits from Garment sales and book sales are intended to fund Scholarships, but an adequate accounting system has not yet been developed. Though not yet in place, other types of fundraising may be used to fund scholarships. Note that unless donated funds are expressly designated for scholarships, the money will go to the general fund. Because Emmaus of the Rockies is a 501 (c)(3) Non-profit organization, all donations are tax deductible (depending on individual circumstances).

**4. Priority** - Pilgrims always have first priority for scholarship funds in the event that scholarship funds are limited (as determined by the Treasurer).

**5. Decision authority** - the Board Chair and Community Lay Director jointly make award decisions, based on funds availability