

# Hornback Scholarship Campus Procedures

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**UPDATES:** June 9, 2014 in a meeting held with the Ag teachers, CTE director, coordinator and CATE principal the following revisions were made to the Hornback scholarship process:

## To be eligible for the \$1000.00 scholarship students must:

- Be enrolled in an Agricultural Science class for a minimum of 3 years.
- **ADDED:** MUST sell a minimum of 2 Livestock ads in their senior year. [*Reason: to increase Livestock ad sales and participation*]
- **ADDED:** Complete the Harold Wayne Hornback application with required Harold Wayne Hornback Questions. [*Reason: equality of application forms for all campuses*]
- Complete the interview process established by the campus.
- Recipients will attend the HISD Livestock Auction the following year for recognition.

## Timeline for scholarship:

- January: Scholarship packet pick up
- March/April: Due to campus. Campus scholarship committee selects date.
- April/May: Ag teacher announces scholarship recipient. Ag teacher reports name and required documentation to CTE Department.
- May: Scholarship information due to campus for graduation program printing (see campus scholarship coordinator)

## Student notification of scholarship process:

- Campus selection committee informs the Ag teacher of the winner.
- The Ag teacher provides the student the Humble ISD Harold Wayne Hornback Scholarship Notification Letter.
  - This letter is to be signed by the Ag teacher and student.
  - The letter outlines the needed documentation and location to take the documentation.
  - The documentation should NOT be given to the campus to process.
- The Ag teacher informs the CTE department of the winner.
- The Notification Letter will include: New Vendor Form and W-9 Form.

## Payment for the scholarship is as follows:

- The student will be awarded the \$1000.00 scholarship in the fall following graduation.
- The awarded money will be a one-time scholarship payment to either the student or the college campus.

The following documentation will be provided by the student to the CTE office:

## Required documents for student to receive funds due AUGUST 31<sup>st</sup> :

1. Class registration schedule, showing you as a current full-time college student.
2. College paid fee receipt, unless payment will be sent directly to school.
3. Completed New Vendor Form.
4. Completed W-9 form.

**Once the required documentation is provided by the student to the CTE office, the following process will occur:**

- CTE director will sign and approve the funds through the Scholarship Funds for Distribution Request.
- CTE bookkeeper will scan all documents.
- CTE bookkeeper will send original documents to finance for payment processing.

**NOTE:** The campuses should not collect the required documentation; the required documentation needs to be funneled through the CTE department for approval and availability of scholarship funds.

**Each high school campus will continue to provide its own selection process, however the application and addendum will be the same for all campuses:**

- Humble High School uses Floyd Burton Scholarship process.
- Kingwood High School uses a campus selected scholarship committee.
- Atascocita High School uses a campus selected scholarship committee.
- Kingwood Park High School uses a campus selected scholarship committee.
- Summer Creek High School uses a campus selected scholarship committee.

**NOTE:** Interview and selection should include 3rd party people and is not intended to include Ag teachers or booster club personnel.

**NOTE:** The application will be provided to the campus through the CTE department and can be found on the CTE website.

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For questions related to this scholarship please contact Dr. Marley Morris, Career & Technical Education Director, Humble ISD, 281-641-8310.