

# Caleb Scholars Program Policies

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## **1. ABOUT THE CALEB SCHOLARS PROGRAM**

### **OUR MISSION**

The Caleb Scholars Program (CSP) supports Alaska Native students from the Arctic region. Our scholars continue Caleb Pungowiyi's legacy of advocacy by safeguarding our Arctic communities and ecosystems through the application of culturally relevant, place-based ancestral knowledge.

### **OUR PURPOSE**

The purpose of our program is to honor and perpetuate the legacy of Caleb Lumen Pungowiyi. We achieve this by offering financial and community support to individuals pursuing higher education, with a focus on cultivating Alaskan Inuit leaders and promoting Inuit-led conservation advocacy. It is imperative that such advocacy begins within Inuit Nunaat.

### **OUR VISION**

Empowered Alaska Native scholars: Leading the way to thriving ecosystems through ancestral knowledge and stewardship.

The Caleb Scholars Program is an innovative, Inuit -led conservation advocacy development program focusing on five key components:

1. Cultural and community connection
2. Professional development
3. Wellness support
4. Mentorship support
5. Financial support (scholarship funding, internship/research funding, extracurricular funding)

### **OUR VALUES**

- ❖ A commitment to community and conservation advocacy.
- ❖ A commitment to perpetuating Inuit culture, values, and tradition.
- ❖ A commitment to sharing and cooperation in relation to resources.
- ❖ A commitment to preserving subsistence practices.
- ❖ A commitment to personal, professional, and academic growth.

### **OUR COMMUNITY**

CSP recognizes that fostering relationships is fundamental to Iñuit-led conservation advocacy. We are dedicated to cultivating a community characterized by cooperation, equity, and the utilization of wisdom and resilience drawn from our Iñuit values and culture. The CSP community encompasses Caleb Scholars, Caleb Scholars Alumni, the Steering Committee, Staff, and all who endorse and uphold the program's mission.

## **POSITIVE COMMUNITY CITIZENSHIP**

CSP is committed to fostering a learning and working community in which all individuals are treated with respect and dignity. We affirm the right to live, learn, and work in an environment that promotes equity and condemns violence and unlawful discriminatory practices, including harassment. Therefore, CSP expects all individuals associated with the CSP community, past or current Caleb Scholars, Steering Committee members, and others closely interacting with Caleb Scholars, to conduct themselves personally and professionally in accordance with positive community citizenship, devoid of implicit or explicit bias, prejudice, domestic violence (including sexual violence), and harassment.

If any member of the CSP community, including applicants, is found to have violated our expectation of positive community citizenship, their status as a Caleb Scholar or Steering Committee member may be revoked or denied. The decision will be made by the Steering Committee.

As part of the CSP community, all current Caleb Scholars, Steering Committee members, and CSP staff are required to access and complete training materials on bias, prejudice, domestic violence, and harassment. Completion of this training is a prerequisite for participation, and documentation of completion must be submitted by Caleb Scholars, the Steering Committee, and staff.

Should any member of the CSP community, Caleb Scholars, Steering Committee, CSP staff, have questions or concerns regarding this policy, they are encouraged to discuss them with CSP staff.

*This training is free and available online to all who are interested in completing it. Please contact the Director by email at [csp.spec@kawerak.org](mailto:csp.spec@kawerak.org) if you would like to receive this training.*

## **CALEB SCHOLARS**

CSP is dedicated to investing in the education and interests of our Caleb Scholars, recognizing that a multifaceted approach to leadership development fosters stronger leaders. By investing in Alaska Iñuit, we affirm the validity of traditional knowledge as sound science and the most effective method for preserving our culture and environment.

Entry to the CSP fellowship is awarded to individuals who demonstrate a commitment to:

1. Community and conservation advocacy

2. Perpetuating Iñuit culture, values, and tradition
3. Sharing and cooperation concerning resources
4. Preserving subsistence practices
5. Personal, professional, and academic growth

Preference will be given to individuals whose future professional goals aim to create a lasting, positive impact in Iñuit communities through research, policy, and advocacy rooted in Alaska Native traditions, values, and culture. Once an initial fellowship is awarded, individuals may continue to receive funding and support as long as they maintain eligibility.

### **CALEB SCHOLARS ALUMNI**

CSP provides support and opportunities extending beyond graduation. Upon the successful completion of a degree program, Caleb Scholars are encouraged to remain engaged with CSP. Additionally, Caleb Scholars may be invited to complete an Exit Survey.

Benefits of continued participation in CSP after completion of a degree program:

1. Ability to apply for a seat on the Steering Committee
2. Invitation to participate in Virtual Qargi meetings
3. Ability to continue receiving mentorship
4. Ability to provide mentorship to current Caleb Scholars
5. Invitation to participate in the Annual Gathering
6. Ability to apply for travel and extracurricular funding

### **CALEB SCHOLARS STEERING COMMITTEE**

CSP understands the value of incorporating perspectives of multiple Iñuit stakeholders in our decision-making process. Our Steering Committee will model Iñuit- led advocacy for our Caleb Scholars and community. Utilizing cooperation as a guiding principle, the Steering Committee works together with the Director and staff to ensure it is making progress toward meeting our mission and vision.

The Committee will include at least one voting representative from:

1. Caleb Pungowiyi legacy member (nominated by Pungowiyi family)
2. Norton Sound region
3. Northwest Arctic region
4. Arctic Slope region
5. Caleb Scholars Program Alumni
6. Elder Representative
7. At-Large Representative

## 2. FELLOWSHIP PROGRAM

### ELIGIBILITY CRITERIA

1. Submit a complete application and agree to adhere to CSP policies (see [How to Apply](#)).
  2. Identifies as Alaskan Iñuit from the CSP service area.
  3. Enrolled as a tribal member, or is a direct descendant of a tribe from the:
    - a. Norton Sound region
    - b. Northwest Arctic region
    - c. Arctic Slope region
  4. Demonstrates a commitment to CSP Mission, Vision, and Values.
  5. Registered in an undergraduate or graduate degree program at an accredited university or college.
- ❖ Undergraduate applicants:
- a. must have completed a minimum of 36 credit hours toward their degree program
  - b. must be registered full-time or part-time
  - c. must have a minimum cumulative and current GPA of at least 2.5
- ❖ Graduate applicants:
- d. must be registered full-time or part-time
  - e. must have a minimum cumulative and current GPA of at least 3.0

### NEW APPLICANTS

1. New applicants must submit their online application form by the appropriate deadline. (<https://tinyurl.com/CSPnewapp>)
2. Responses to all short Answer and essay questions
  - Essays must be submitted as a Word document
  - Please refer to our Example Essay Responses for assistance with essays (<https://www.calebscholars.org/wp-content/uploads/New-App-Essay-Examples.pdf>)
3. Additional Materials must be sent via email to [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org):
  - A copy of current unofficial transcripts from all universities attended
  - Class registration for the upcoming semester
  - One letter of recommendation that specifically addresses your “fit” for CSP

- Please refer to our Letter of Recommendation Example for more information (<https://www.calebscholars.org/wp-content/uploads/LOR-Packet.pdf>)

## **CONTINUING APPLICANTS**

To continue to receive scholarship funds, continuing Caleb Scholars must submit:

1. Continuing applicants must submit their online application form by the appropriate deadline. (<https://tinyurl.com/CSPcontapp>)
2. Additional materials (e.g., essay questions, transcripts, registration) must be sent via email to [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).
3. Responses to all short answer and essay questions
  - Please refer to our Example Essay Responses for assistance with essays (<https://www.calebscholars.org/wp-content/uploads/Cont-Essay-Examples.pdf>)
4. Current unofficial transcripts, which demonstrate the successful completion of 12 credits for undergraduate students or full-time equivalent for graduate student hours from the previous semester
5. Class registration for the upcoming semester showing full-time or part-time status.

Please note, the Steering Committee may refer to your original “New Application” during review of your Continuing Application.

In cases where concerns arise regarding a Continuing Application, decisions may be made at the sole discretion of the Steering Committee, even if they are not explicitly outlined in the CSP policies.

## **GRADUATING AND SWITCHING MAJORS**

If you've graduated or switched majors, it is mandatory to submit a letter explaining the change to the steering committee to be reviewed for potential approval of continued funding for the spring.

## **FELLOWSHIP SELECTION**

The Steering Committee evaluates and determines the selection of applicants. To prevent conflicts of interest, Steering Committee members are requested to recuse themselves from the selection process if a direct family member is under consideration.

The Steering Committee convenes for Selection Meetings following the application deadline (July 15) to assess eligible applicants and determine awards. These meetings should be scheduled no later than three weeks after each deadline to ensure timely decisions. Selection Meetings may be conducted through in-person meetings, teleconferences, and/or online forums.

Prior to the meeting, Steering Committee members thoroughly review eligible application packets. They may refer to applicant summaries and considerations provided by the CSP Coordinator if helpful; however, this document is exclusively for Steering Committee members' use to facilitate discussion and voting and will not solely determine award recipients.

During the Selection Meeting, the Steering Committee deliberates on each application and votes to select Caleb Scholars. Final votes determine the awardees. In the event of a tied vote, the Director may cast the tie-breaking vote at their discretion.

Preference will be given to individuals whose future professional goals demonstrate a commitment to long-term, positive impacts in Inuit communities through research, policy, and advocacy grounded in Alaska Native traditions, values, and culture.

Priority for scholarship funding is in the following order:

1. Continuing Caleb Scholars who meet application criteria and demonstrate academic progress toward obtaining their degree.
2. Applicants who were/are living in a preferred tribal region prior to attending school and/or who plan on returning to a preferred tribal region after the completion of their program.
3. Full-time, degree-seeking undergraduates.
4. Full-time graduate students.
5. Continuing Caleb Scholars who are part-time students, with rationale for part-time status.
  - Part-time funding, if awarded, is in direct proportion to registered credits.
  - There is a two-semester cap in this category.

## **NOTIFICATION**

Each applicant will receive written notification of their award status via email within 3 to 5 weeks of the application deadline. Following the notification of awardees, CSP awards will be announced via our online platforms such as our website and social media. Those selected as fellows are referred to as “Caleb Scholars” to amplify the visibility of Inuit scholars, while all other recipients are referred to as “Scholarship Recipients”.

Acceptance will be awarded on a semester schedule regardless of the recipient's academic year schedule.

Acceptance into the CSP fellowship program includes \$5,000 in scholarship funding each semester. The funding will be disbursed directly to academic institutions in a timely manner. Once an initial fellowship is awarded, individuals may continue to receive funding and support as long as they remain eligible.

Once awarded with a fellowship, Caleb Scholars can also apply for additional funding, including:

1. educational and subsistence travel funding for extracurricular learning experiences that promote cultural and community connections
2. funding for professional development
3. funding for wellness support

### **MINIMUM REQUIREMENTS TO MAINTAIN ELIGIBILITY**

CSP recognizes that demonstrating responsibility is a crucial aspect of fostering Inuit leadership and advocacy. We understand that challenges may arise, particularly during the academic journey, and we are committed to supporting you and empowering you to overcome obstacles and continue to thrive.

Every semester, the Steering Committee will evaluate academic progress and fellowship participation according to the requirements of the CSP fellowship.

If your academic status changes, please inform the Director promptly. The Steering Committee will review the situation and assess eligibility on a case-by-case basis.

1. Minimum GPA:
  - Undergraduate students: 2.5 GPA
  - Graduate students: 3.0 GPA
2. Attend the Annual Gatherings to engage with your CSP cohort and Steering Committee  
\*If unavailable to attend, contact Director ASAP
3. Attend all Virtual Qargi gatherings to engage with your CSP cohort  
\*If unavailable to attend, contact the Director ASAP
4. Meet with your CSP Mentor at least twice per semester
5. At least 10 hours of extracurricular experience per semester outside the Caleb Scholar's registered degree program

\*We will invite you to virtual gatherings, share opportunities, and communicate primarily through email. Please respond to these emails when asked for confirmation.\*



## **ISSUES WITH ELIGIBILITY**

CSP acknowledges that Caleb Scholars may encounter challenges while pursuing their degrees. While we are committed to assisting you in accessing the resources needed to succeed and maintain eligibility for the CSP fellowship, it is crucial to promptly communicate any issues that jeopardize your eligibility with either your CSP Mentor or the Director.

Adhering to eligibility requirements and complying with CSP policies are paramount, as failure to do so may result in probation or removal from the CSP fellowship, at the discretion of the Director and the Steering Committee. Individuals will receive written notification of their probationary status from the Director and may receive reduced or no funding for upcoming semesters. Additionally, individuals will be informed in writing if they are removed from the CSP fellowship.

To be reinstated in the CSP fellowship, past recipients must once again fulfill the minimum fellowship requirements and obtain approval from the Director and the Steering Committee before reapplying. A specific course of action will be determined by the Director and Steering Committee on a case-by-case basis. Individuals invited to reapply must submit a new application rather than a continuing application.

CSP participants who misuse or misapply CSP fellowship funding or provide inaccurate information on application documents may also be subject to probationary status or removal from the CSP fellowship at the discretion of the Director and the Steering Committee.

## **APPEAL TO REINSTATE ELIGIBILITY**

Individuals have the right to appeal probation and removal decisions. To initiate an appeal, individuals must submit a letter outlining their reasons for the appeal to the Director at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org). The Steering Committee and Director will convene promptly to review the appeal. The individual will receive notification of the final decision within two weeks of the appeal submission.

## **EXTRACURRICULAR EXPERIENCE**

Learning through cultural practice and other experiences outside of the classroom are essential components in fostering Inuit leadership and Inuit-led advocacy. CSP actively encourages Caleb Scholars to engage in educational opportunities and experiences beyond their formal university degree program. These experiences are intended to enrich their education and bolster their cultural and community connections, professional development, well-being, and advancement as advocates for Inuit conservation.

Caleb Scholars Fellows are mandated to pursue supplemental educational endeavors aimed at broadening learning beyond the classroom, fostering relevant experiences, and establishing networks of conservation-minded partners and allies.

Each funded semester, Caleb Scholars must complete a minimum of 10 hours of extracurricular activities. They are also encouraged to share their experiences at Virtual Qargis and the Annual Gathering.

All current Caleb Scholars are eligible to apply for CSP funding to support this requirement. The internship and extracurricular experience funds can be allocated towards various endeavors including projects, research, advocacy work, subsistence training, supplementary educational training, wellness initiatives, and internships.

It's important to note that scholars have access to up to \$10,000 in additional funds annually beyond the scholarship, and they are encouraged to utilize these funds to further their pursuits.

This can include:

1. Attending Virtual Qargis and Mentor Meetings
2. Conferences, workshops, presentations, cultural experiences (including subsistence activities) and retreats (see more in “Travel Grants”)
3. Internships (see more in “Internships & Extracurricular Experience”)
4. Self-directed projects and advocacy work (see more in “Internships & Extracurricular Experience”)
5. For assistance in planning your extracurricular activities, please consult with your CSP Mentor and/or the Director.

## **MENTOR MEETINGS**

CSP recognizes that mentorship plays a pivotal role in fostering Inuit leadership and Inuit-led advocacy. Caleb Scholars benefit from professional mentorship and development support throughout their tenure in the CSP fellowship. Through structured mentorship and community-building initiatives, each Caleb Scholar receives comprehensive academic, emotional, and professional guidance.

Upon selection into the CSP fellowship, Caleb Scholars are paired with a CSP Mentor based on their degree field, areas of interest, and the mentors' career backgrounds. Scholars are expected to meet with their CSP Mentor at least twice per semester, with meetings conducted via phone or video conference if in-person meetings are not feasible. Mentorship arrangements are informal, without written agreements or specified goals and timelines, with the aim of assisting scholars in strategizing their advocacy, academic, and professional objectives.

## **GOALS FOR MENTOR MEETINGS**

You and your mentor will be provided with a form to guide your first Mentor meeting.

1. Comprehend: Ensure Caleb Scholars fulfill CSP fellowship expectations
2. Support: Offer resources and feedback
3. Progress: Updates on Caleb Scholars' academic progress

## **INTERNSHIP PROGRAM**

Caleb Scholars have the opportunity to present proposals to the Director and Steering Committee for project funding to support summer internships, training, advocacy, and/or research initiatives.

Internships provided through the Caleb Scholars Program aim to establish new opportunities where one did not exist. These internships will be collaboratively developed with organizations whose missions align with the objectives of CSP, as well as with the fields of study, goals, and interests of Caleb Scholars.

Individuals working directly with Caleb Scholars must complete the Positive Community Citizenship Training.

CSP internship base wages are \$25/hr. Grant-funded projects wishing to partner with the CSP internship program are expected to pay CSP base wages. Funding is available to subsidize existing internships with underfunded organizations.

Determination is made on a case-by-case basis.

Caleb Scholars may design and apply for full time or part time internships.

Caleb Scholars may apply for internships outside of the regular “summer” season.

## **HOW TO APPLY FOR INTERNSHIPS**

Internship and extracurricular funding applications will be accepted on a rolling basis as funding is available.

To be considered for an internship applicants must submit the following:

1. A complete internship or extracurricular experience grant application, available by contacting CSP staff at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org)
2. A detailed budget proposal, including wages, necessary travel, and off-site accommodations. Internships have a maximum budget of \$8,000.

3. Documentation describing the purpose of internships or extracurricular experience grant
4. Questions to be addressed are listed on the internships & extracurricular experience grant applications
5. If requested, supplemental documentation (e.g., a letter of support from a professor, mentor, supervisor, or the entity hosting the event; event agenda and promotional materials; etc.)

## **INTERSHIPS PREFERENCE AND APPROVAL**

Internships and supplemental support are intended for current Caleb Scholars. Current Caleb Scholars may apply for internships up to one month after their final semester. Approval of internships related to CSP will be facilitated by the Director in consultation with the Steering Committee if necessary.

Preference for internship funding will be in the following order:

1. New opportunities and directed projects developed by a Caleb Scholar
2. Subsidizing opportunities at an existing underfunded organization or projects
3. Subsidizing opportunities at an existing organization whose internship wages are less than the CSP base wage (i.e., helping a Caleb Scholar afford to take an unpaid internship that can advance their career)

## **INTERSHIPS REPORTING AND REQUIREMENTS**

If awarded, recipients are required to report on their internships & extracurricular experience grant by:

1. Sharing the experience with their cohort and Steering Committee by doing a presentation at the Annual Gathering or a Virtual Qargi
2. Submit a brief written summary of experience, photographs of the event, and copies of any handouts or documents to CSP staff
  - a. This summary is due no later than 2 weeks after the conclusion of internships & extracurricular experience

A detailed proposed budget must be submitted before any funds will be distributed, it should include:

1. original receipts related to expenses for reimbursement no later than 2 weeks after the conclusion of internships & extracurricular experience
2. a final budget no later than 2 weeks after the conclusion of internships & extracurricular experience

Unused funds from grants must be returned to CSP no later than 2 weeks after the conclusion of internships & extracurricular experience

## **6. SUPPLEMENTAL FUNDING**

CSP recognizes that financial support plays a crucial role in enhancing access and equity across various opportunities and experiences.

Priority order for funding is as follows: fellows, alumni, steering committee.

Caleb Scholars have access to funding to participate in:

1. Subsistence and cultural activities in order to reinforce the value of their cultural connection in their educational, personal, and professional development
2. Conferences/conventions/retreats in order to reinforce the value of their wellbeing in their educational, personal, and professional development
3. Conservation-related advocacy projects, research, and internships

## **DISCRETIONARY GRANTS**

The Director has access to discretionary spending (the amount depends on the budget) to support Inuit-led conservation advocacy work beyond the scope of regular CSP activities. The Director may allocate one-time supplemental or emergency funding to members of the CSP community. Additionally, the Director can provide one-time supplemental funding to other relevant individuals, such as Alaskan Inuit students requiring specific educational support outside the purview of normal CSP activities. While the Director may consult with the Steering Committee on discretionary spending, the Director retains final decision-making authority in this regard.

## **TRAVEL GRANTS**

All Caleb Scholars are eligible to receive travel grants, provided they maintain CSP fellowship eligibility. Travel grants will be allocated to Caleb Scholars for engaging in conservation-related educational activities, participating in cultural activities (including subsistence practices), or delivering presentations in their home community or other Arctic communities. Additionally, travel grants will support extracurricular endeavors aimed at advancing Caleb Scholars' academic progression and/or career experience, such as attending conferences, workshops, or learning events.

Travel grants are dependent on availability of funds and will be scheduled in the most cost-effective way possible.

Caleb Scholars alumni may also apply for travel grants.

## **HOW TO APPLY FOR A TRAVEL GRANT**

To be considered for a travel grant, applicants must submit the following:

1. A complete travel grant application, available by contacting CSP staff at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).
2. A detailed budget proposal
3. Documentation describing the purpose of travel
4. Questions to be addressed are listed on the travel grant application
5. If requested, supplemental documentation (e.g., a letter of support from a professor, mentor, supervisor, or the entity hosting the event; event agenda and promotional materials; etc.)

Travel grant applications will be accepted on a rolling basis as funding is available.

## **TRAVEL GRANT PREFERENCE AND APPROVAL**

Preference for travel grants will be given to applications from current Caleb Scholars. Even after completing their final semester, Caleb Scholars may apply for a travel grant up to one month afterward and still be regarded as a "current Caleb Scholar" in terms of preference and the amount available.

The approval and awarding of a travel grant do not fall within the jurisdiction of the Steering Committee; instead, these decisions will be made by the Director.

## **TRAVEL GRANT REPORTING AND REQUIREMENTS**

A detailed proposed budget must be submitted before any funds will be distributed.

If awarded, recipients are required to report on their travel by:

1. Sharing the experience with their CSP cohort and Steering Committee by doing a presentation at the Annual Gathering or a Virtual Qargi.
2. Submit a brief written summary of experience, photographs of the event, and copies of any handouts or documents to CSP staff. This summary is due no later than 2 weeks after the conclusion of travel.

Submit a final budget and original receipts related to travel expenses for reimbursement no later than 2 weeks after the conclusion of travel.

Unused funds from travel grants must be returned to CSP no later than 2 weeks after the conclusion of travel.

## **7. STATEMENT OF UNDERSTANDING, PRIVACY POLICY, & RELEASE OF INFORMATION**

### **STATEMENT OF UNDERSTANDING**

(To be signed on the Online Application form)

I hereby affirm that the information contained in this application is true, accurate, and complete. I understand that any intentional misrepresentation of information on this application or in supplementary documentation will necessitate the return of all scholarship funds and require me to issue a formal apology to the Steering Committee. Additionally, I acknowledge the requirement to submit a continuing scholarship application with the necessary supporting documents each semester to the Caleb Scholars Program Staff to maintain my eligibility for a continuing scholarship.

If selected, I agree to adhere to all Caleb Scholars Program policies. I grant permission for the Caleb Scholars Program and its partners to publish my name, photograph, school information, and bios or quotes in any reports, press releases, or publications. While other information provided in my application materials may be included in reports, press releases, or publications, it will be presented without any identifying markers. Furthermore, I understand and consent to the use of my anonymized information in Caleb Scholars Program research and advocacy efforts.

Applicants have the right to request copies of their data and to request the removal of specific data from our databases at any time.

### **PRIVACY POLICY & RELEASE OF INFORMATION**

The Caleb Scholars Program and its partners recognize the importance of privacy and commit to not releasing any voluntary data submitted by interested parties, applicants, or awardees. Collected data will be anonymized and utilized solely to enhance our marketing and recruitment strategies, programmatic approaches, Caleb Scholars Program research and advocacy efforts, as well as to provide non-identifying statistics for grant reporting obligations.

While the Caleb Scholars Program and its partners retain the right to publish photographs and/or videos that may feature applicants or awardees, including their images, likeness, and/or voice, no compensation will be provided. This material is intended solely for marketing, recruitment, and reporting purposes.

## **8. MODIFICATION OF POLICIES**

The scholarship program reserves the right to modify these policies at any time. Any changes will be reviewed and approved by the Steering Committee.

If you have any inquiries regarding our scholarship program policies, please reach out to the Director at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).