



# CALEB

Scholars Program



## PROGRAM POLICIES

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# CALEB SCHOLARS PROGRAM POLICIES

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# About the Caleb Scholars Program

## Our Mission

The Caleb Scholars Program supports Alaska Native students from Arctic regions. Our scholars continue Caleb Pungowiyi's legacy of advocacy by stewarding our ancestral knowledge and protecting our Arctic communities and ecosystems.

## Our Vision

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

The Caleb Scholars Program (CSP) is an innovative Inuit-led conservation advocacy development program. We focus on five components that are key to developing Inuit-led conservation advocacy: cultural and community connection; professional development; wellness support; mentorship support; and financial support.

CSP awards fellowships to Alaskan Inuit from the CSP service area (i.e., enrolled as a tribal member, or a direct descendant, of a tribe from the Norton Sound region, Northwest Arctic region, or Arctic Slope region). Fellowship awardees are referred to as "Caleb Scholars" to enhance the visibility of Inuit scholars. Caleb Scholars receive targeted support in the following areas:

- cultural and community connections
- professional development
- wellness
- mentorship
- financial (scholarship funding, internship/research funding, extracurricular funding)

Acceptance into the CSP fellowship program includes \$5,000 in scholarship funding each semester. Caleb Scholars can also apply for additional benefits, such as funding for educational and subsistence travel, and funding for extracurricular learning experiences that promote cultural and community connections, professional development, and wellness support.

The purpose of our fellowship program is to honor and carry forward the legacy of Caleb Lumen Pungowiyi by providing financial and community support for individuals pursuing higher education, with the goal of cultivating Alaskan Inuit leaders and advancing Inuit-led conservation advocacy. Inuit-led conservation advocacy must begin in Inuit Nunaat.

## Caleb Scholars Program 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

## Eligibility

### CSP Eligibility Criteria

- Submit a complete application and agree to adhere to CSP policies (see [How to Apply](#))
- Alaskan Inuit heritage from the CSP service area (i.e., enrolled as a tribal member, or a direct descendant, of a tribe from the Norton Sound region, Northwest Arctic region, or Arctic Slope region)
- Registered in an undergraduate or graduate degree program at an accredited university or college
- Demonstrate a commitment to CSP Mission, Vision, and Values (see [About the Caleb Scholars Program](#))
- Undergraduate applicants must have already completed 36 credit hours toward their degree program and must be registered for at least 12 credit hours for the upcoming semester
- Graduate applicants must be a full-time student in their degree program

Minimum GPA:

- **Undergraduate students** must have a minimum cumulative and current GPA of at least 2.5
- **Graduate students** must have a minimum cumulative and current GPA of at least 3.0

Entry to the CSP fellowship is awarded to individuals who demonstrate the CSP values.

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

Once an initial fellowship is awarded, individuals may continue to receive funding and support so long as they remain eligible.

### Fellowship Selection and Notification

Applications are reviewed and awarded each semester. The fall semester deadline is July 15 by 11:59pm in the applicant's local time zone; the spring semester deadline is December 15 at 11:59pm in the applicant's local time zone. Submit your online application form and email all necessary attachments to [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org) for submission by the deadline.

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
  - a. Part-time funding, if awarded, is in direct proportion to registered credits
  - b. There is a two-semester cap in this category

Each applicant will receive written notification of their award status via email within 3 to 5 weeks of the application deadline. After awardees are notified, CSP awards will be announced via our online platforms such as our website and social media.

CSP fellowship acceptance will be awarded on a semester schedule regardless of a recipient's academic year schedule.

CSP scholarship funding will be disbursed directly to academic institutions in a timely manner.

## How to Apply

*Please refer to the [Resources](http://www.calebscholars.org) tab on our website ([www.calebscholars.org](http://www.calebscholars.org)) for helpful resources, including examples, related to application materials.*

Application deadlines for both new and continuing applications are at 11:59pm in the applicant's local time zone:

- **December 15** (Spring Semester)
- **July 15** (Fall Semester)

Materials will not be accepted after 11:59pm on the appropriate deadline. CSP will make every effort to notify individuals if their applications are incomplete, however applicants are responsible for ensuring that their application materials are accurate and complete.

Please contact the CSP ([cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org)) prior to the application deadline if you have any questions or concerns about your materials.

Applicants may expect notification of award status three to five weeks after a deadline.

## New Applicants

New applicants must submit their online application form by the appropriate deadline. Additional materials (e.g., essay questions, transcripts, registration, and letter of recommendation) must be sent via email to [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).

- [New scholarship application form](https://tinyurl.com/CSPnewapp) (<https://tinyurl.com/CSPnewapp>)
- Responses to all short Answer and essay questions (see prompts below)
  - Essays must be submitted as a Word document

- Please refer to our [Example Essay Responses](https://www.calebscholars.org/wp-content/uploads/New-App-Essay-Examples.pdf) for assistance with essays (https://www.calebscholars.org/wp-content/uploads/New-App-Essay-Examples.pdf)
- A copy of current unofficial transcripts from all universities attended
- Class registration for the upcoming semester showing full-time status
- One letter of recommendation that specifically addresses your “fit” for CSP
  - Please refer to our [Letter of Recommendation Example](https://www.calebscholars.org/wp-content/uploads/LOR-Packet.pdf) for more information (https://www.calebscholars.org/wp-content/uploads/LOR-Packet.pdf)

### *New Applicant Essay prompts*

Short Answer Questions (up to 100 words):

- Are you tribally enrolled or a direct descendant of a tribal member from the Caleb Scholars Program service area (Norton Sound, NW Arctic, or Arctic Slope regions of Alaska)? Please specify tribe and enrollment status.
- What is your connection to an Alaskan Arctic Inuit community in the Caleb Scholars Program service area?

Essay Question (100 - 300 words):

- What does Inuit-led conservation advocacy mean to you, and how will your education help to support it?

### **Continuing Applicants**

Continuing applicants must submit their online application form by the appropriate deadline. Additional materials (e.g., essay questions, transcripts, registration) must be sent via email to cpp.spec@kawerak.org.

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

- [Continuing scholarship application form](https://tinyurl.com/CSPcontapp) (https://tinyurl.com/CSPcontapp)
- Responses to all short answer and essay questions (see prompts below)
  - Essays must be submitted as a Word document
  - Please refer to our [Example Essay Responses](https://www.calebscholars.org/wp-content/uploads/Cont-Essay-Examples.pdf) for assistance with essays (https://www.calebscholars.org/wp-content/uploads/Cont-Essay-Examples.pdf)
- 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
- Class registration for the upcoming semester showing full-time status

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

\* In cases where a concern is brought up about a Continuing Application, decisions may be made at the sole discretion of the CSP Steering Committee that may not be specifically outlined in the CSP policies.

### *Continuing Applicant Essay prompts*

Short Answer Questions (up to 100 words):

- What is something you are proud of accomplishing this last 6 months?
- What is a meaningful connection that you made with your home community and/or the CSP community this last semester?

Essay Question (100 - 300 words):

- How has your participation in the Caleb Scholars Program (e.g., Virtual Qargi, mentorship, etc.) helped you to learn more about Inuit-led conservation advocacy and your own role in advocacy work, especially as it relates to your chosen major, community service, cultural practice, profession, home region, and/or field?

## Scholar Requirements & Maintaining Eligibility

### Minimum Requirements to Maintain Eligibility

- Minimum GPA:
  - Undergraduate students must maintain a cumulative 2.5 GPA
  - Graduate students must maintain a cumulative minimum 3.0 GPA
- Attend the Annual Gatherings to engage with your CSP cohort and CSP Steering Committee
  - If unavailable to attend, contact CSP Director ASAP
- Attend all Virtual Qargi gatherings to engage with your CSP cohort
  - If unavailable to attend, contact the CSP Director ASAP
- Meet with your CSP Mentor at least twice per semester (described below)
- Extracurricular experience at least 10 hours per semester outside the Caleb Scholar's registered degree program (described below)

CSP believes that being responsible is a key component in increasing Inuit leadership and Inuit-led advocacy. CSP recognizes that sometimes plans fall through and people struggle, especially while in school. We want to support you and encourage you to grow and persevere. However, we also need to make sure that Caleb Scholars meet certain criteria for their own success as well as ours. Each semester, a Caleb Scholar's academic progress and CSP fellowship participation will be assessed by the CSP Steering Committee, per the CSP fellowship's requirements.



In the event your academic status changes due to a life changing event, please notify the CSP Director as soon as possible. The CSP Steering Committee will review the circumstances and make an eligibility determination on a case-by-case basis.

## Mentor Meetings

CSP believes that mentorship is a key component in increasing Inuit leadership and Inuit-led advocacy. Caleb Scholars receive professional mentorship and development support throughout their tenure in the CSP fellowship. Through structured mentorship and community-building efforts, every Caleb Scholar has had the opportunity to feel academically, emotionally, and professionally supported.

When selected into the CSP fellowship, Caleb Scholars are assigned a CSP Mentor. Matches are determined by Caleb Scholar degree field and areas of interest and mentors' career backgrounds. Plan to meet at least twice per semester with your CSP Mentor. Meetings can be by phone or video conference if it's not feasible to meet in person. Mentorships are informal (i.e., written mentorship agreements, identified goals, or timelines are not required) and are meant to help you to best strategize your advocacy, academic, and professional goals.

### *The CSP Goals for Mentor Meetings*

- ✓ COMPREHEND: Ensure Caleb Scholars fulfill CSP fellowship expectations
- ✓ SUPPORT: Offer resources and feedback
- ✓ PROGRESS: Updates on Caleb Scholars' academic progress

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

## Extracurricular Experience

CSP believes that learning through cultural practice and other experiences outside of the classroom are key components in increasing Inuit leadership and Inuit-led advocacy. CSP encourages Caleb Scholars to engage in education and experiences beyond their registered university degree program. These experiences are meant to enrich your education and strengthen your cultural and community connections, professional development, wellbeing, and development as an Inuit advocate for conservation. All current Caleb Scholars are eligible to apply for CSP funding to support this requirement. Examples are:

- Attending Virtual Qargis and Mentor Meetings
- Conferences, workshops, presentations, cultural experiences (including subsistence activities) and retreats (see more in "Travel Grants")
- Internships (see more in "Internships & Extracurricular Experience")
- Self-directed projects and advocacy work (see more in "Internships & Extracurricular Experience")

Caleb Scholars must complete **10 hours** of extracurricular activities each funded semester. Caleb Scholars should plan to share about their experiences at Virtual Qargis and the Annual Gathering.

For assistance in planning your extracurricular activities, please consult with your CSP Mentor and/or the CSP Director.

## Issues with Eligibility

CSP acknowledges that Caleb Scholars will likely face some challenges while obtaining their degree. While we are willing to help you to find the resources you need to succeed and maintain your eligibility for the CSP fellowship, it is important to communicate clearly with either your CSP Mentor or the CSP Director as soon as possible if you encounter a problem that puts your eligibility at risk.

Maintaining eligibility requirements and respecting and following CSP policies are important and failure to do so can result in probation and/or removal from the CSP fellowship at the discretion of the CSP Director and the CSP Steering Committee. Individuals will receive written notification of their probationary status from the CSP Director and may not receive full funding, or any funding, for upcoming semesters. Individuals will receive written notification if they will be removed from the CSP fellowship.

To be reinstated in the CSP fellowship, past recipients must again meet the minimum fellowship requirements and receive approval from the CSP Director and the CSP Steering Committee prior to reapplying. The CSP Director and CSP Steering Committee will determine a specific course of action on a case-by-case basis. Individuals invited to reapply will be required to submit a new application rather than a continuing application.

CSP participants who misuse or misapply CSP fellowship funding or misrepresent information on application documents may also be placed on probationary status or removed from the CSP fellowship at the discretion of the CSP Director and the CSP Steering Committee.

## Appeal to Reinstate Eligibility

Individuals may appeal probation and removal decisions. To appeal, individuals must submit a letter detailing their reason(s) for the appeal to the CSP Director at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org). The CSP Steering Committee and CSP Director will meet as soon as possible to discuss the appeal. The individual will be notified of a final decision within two weeks of receiving the appeal.

## Caleb Scholars Program Community

CSP believes that relationships are key to Inuit-led conservation advocacy. We strive to create a community that is cooperative, just, and pulls our wisdom and strength from our Inuit values and culture. The CSP community consists of Caleb Scholars, Caleb Scholars Alum, CSP Steering Committee, and those who support CSP.

## Caleb Scholars

CSP believes in investing in our Caleb Scholars' education and interests because a multifaceted approach to leadership development makes stronger leaders. When we invest in Alaskan Inuit, we encourage understanding of traditional knowledge and the benefits of sound science as the method for preserving our culture and environment.

Entry to the CSP fellowship is awarded to individuals who demonstrate the following CSP 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

Preference will be given to individuals whose future professional goals will have a long-term, positive impact in Inuit communities through research, policy, and advocacy grounded in Alaska Native traditions, values, and culture. Once an initial fellowship is awarded, individuals may continue to receive funding and support so long as they remain eligible.

## Caleb Scholars Alum

CSP believes in offering support and opportunities beyond graduation. After the successful completion of a degree program, Caleb Scholars will be encouraged to continue participation in CSP. Caleb Scholars may also be requested to complete an Exit Survey.

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

- Ability to apply for a seat on the CSP Steering Committee
- Invitation to participate in Virtual Qargi meetings
- Ability to continue receiving mentorship
- Ability to provide mentorship to current Caleb Scholars
- Invitation to participate in the Annual Gathering
- Ability to apply for travel and extracurricular funding

## Caleb Scholars Program Steering Committee

CSP believes that incorporating perspectives of multiple Inuit stakeholders is important in our decision-making process. CSP will model Inuit-led advocacy for our Caleb Scholars and community.

The Committee will include at least one voting representative from:

- Caleb Pungowiyi legacy member (nominated by Pungowiyi family)
- Norton Sound region

- Northwest Arctic region
- Arctic Slope region
- Caleb Scholars Program Alumni
- 2 At-Large seats

## Positive Community Citizenship

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

If a member of the CSP community, or an applicant, is found to have acted in a manner that violates our expectation of positive community citizenship, their standing (and future funding opportunities) as a Caleb Scholar or CSP Steering Committee member may be revoked or denied. The determination will be made by the CSP Steering Committee.

As part of the CSP community, we will require that all current Caleb Scholars, CSP Steering Committee, and CSP staff have access to and complete training materials related to bias, prejudice, domestic violence, and harassment. Caleb Scholars, the CSP Steering Committee, and CSP staff will complete this training as part of their requirements for their participation in CSP and will submit documentation of their completion.

If any member of the CSP community (Caleb Scholars, CSP Steering Committee, CSP staff) has questions or concerns related to this policy, they should talk with the CSP Director or a member of the CSP Steering Committee.

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

## Funding Opportunities for the CSP Community

CSP understands that financial support increases access and equity with regards to many different types of opportunities and experiences.

Caleb Scholars have access to funding to:

- Participate in subsistence and cultural activities in order to reinforce the value of their cultural connection in their educational, personal, and professional development
- Participate in conferences/conventions/retreats in order to reinforce the value of their wellbeing in their educational, personal, and professional development

- Participate in conservation-related advocacy projects, research, and internships

## Travel Grants

All Caleb Scholars are eligible to receive travel grants, as long as CSP fellowship eligibility is maintained.

Travel grants, up to \$1,000 per year, will be awarded to Caleb Scholars to conduct conservation-related educational activities, participate in cultural activities (including subsistence), or give presentations in their home community or other Arctic community; and to support extracurricular endeavors that support Caleb Scholars' forward academic progress and/or career experience (e.g., 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:

- A complete travel grant application, available by contacting CSP staff at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).
- A detailed budget proposal
- Documentation describing the purpose of travel
  - Questions to be addressed are listed on the travel grant application
- 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*

Travel grant preference will go to applications from current Caleb Scholars first. Current Caleb Scholars may apply for a travel grant up to one month after their final semester and still be considered a "current Caleb Scholar" in terms of preference.

Approval and awarding of a travel grant do not fall under the purview of the CSP Steering Committee, but instead will be decided upon by the CSP Director.

### *Travel Grant Reporting and Requirements*

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

- Sharing the experience with their CSP cohort and CSP Steering Committee by doing a presentation at the Annual Gathering or a Virtual Qargi.

- 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.
  - A detailed proposed budget must be submitted before any funds will be distributed.
  - Submit original receipts related to travel expenses for reimbursement no later than 2 weeks after the conclusion of travel.
  - Submit a final budget 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.

## Internships & Extracurricular Experience Grants

Caleb Scholars have the opportunity to “pitch” the CSP Director and CSP Steering Committee for project funding for summer internships, training, advocacy, and/or research.

Once selected into the CSP fellowship, all Caleb Scholars are required to pursue extracurricular endeavors with the goal of expanding learning beyond the classroom to gain relevant experience and to establish networks of conservation-minded partners and allies.

Projects, research, advocacy work, subsistence training, supplemental educational training, wellness training, and internships are examples of ways that Caleb Scholars can utilize the benefits of internships & extracurricular experience grants.

### *Internship information*

Internships offered by the Caleb Scholars Program are intended to create opportunities where one did not exist previously. Internships will be developed in partnership with organizations whose missions complement the goals 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
- Supplemental funding is available to subsidize existing internships with underfunded organizations. Determination is made on a case-by-case basis
- CSP internship base wages are \$20/hr.
  - Grant-funded projects wishing to partner with the CSP internship program are expected to pay CSP base wages
  - Caleb Scholars may design and apply for F/T or P/T internships
  - Caleb Scholars may apply for internships outside of the regular “summer” season

### *How to Apply for Internships & Extracurricular Experience Grants*

To be considered for a internships & extracurricular experience grant, applicants must submit the following:

- A complete internship or extracurricular experience grant application, available by contacting CSP staff at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org)
- A detailed budget proposal, including wages, necessary travel, and off-site accommodations
  - Internships have a maximum budget of \$8,000
- Documentation describing the purpose of internships or extracurricular experience grant
  - Questions to be addressed are listed on the internships & extracurricular experience grant applications
- 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.)

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

### *Internships & Extracurricular Experience Grants Preference and Approval*

Internships and extracurricular experience grants are intended for current Caleb Scholars. Current Caleb Scholars may apply for a internships & extracurricular experience grant up to one month after their final semester.

Internships are intended to create opportunities where one did not exist previously. 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)

Approval of internships related to CSP will be facilitated by the CSP Director in consultation with the CSP Steering Committee if necessary.

### *Internships & Extracurricular Experience Grants Reporting and Requirements*

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

- Sharing the experience with their cohort and CSP Steering Committee by doing a presentation at the Annual Gathering or a Virtual Qargi

- 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 internships & extracurricular experience
- A detailed proposed budget must be submitted before any funds will be distributed
  - Submit original receipts related to expenses for reimbursement no later than 2 weeks after the conclusion of internships & extracurricular experience
  - Submit 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

## Caleb Scholars Program Steering Committee

CSP believes in cooperation as a guiding principle. The CSP Steering Committee works together to guide CSP to ensure it is making progress toward meeting its mission and vision. Further, the CSP Steering Committee evaluates and determines which applicants to the CSP fellowship are selected. To avoid a conflict of interest, CSP Steering Committee members are requested to excuse themselves from the selection process if a direct family member is in consideration.

### Committee Member Responsibilities

The minimum expectation of the CSP Steering Committee is to convene three times per year (two selection meetings and one Annual Gathering). CSP Steering Committee retreats may also be scheduled to discuss larger programmatic goals. In addition, CSP Steering Committee members act as informal mentors to Caleb Scholars and provide consultation to CSP staff as needed. CSP Steering Committee members are requested to commit to an entire academic year of participation.

Primary duties are:

- Approval of CSP policies; engage in program review and development as needed \*
- Review eligible applicants, approval and denial of applications \*
- Review issues of eligibility with the CSP Director as needed
- Volunteer to serve as mentors, as needed
- Engagement with Caleb Scholars, alumni, and other CSP stakeholders at the Annual Gathering
- Promote CSP

\* In the event of a tied vote, the CSP Director may cast the tie-breaker vote at their discretion.



## Caleb Scholar Applicant Selection Process

The CSP Steering Committee convenes for Selection Meetings after application deadlines (July 15 & December 15) to review eligible applicants and select awards. Selection Meetings should be scheduled no later than three weeks after each deadline to provide timely decisions to all applicants. Selection Meetings may be conducted through in-person meetings, teleconference, and/or online forums.

### *Selection Meeting Facilitation*

The CSP Director is responsible for facilitating Selection Meetings as follows:

- Schedule, coordinate and facilitate the Selection Meeting
- Determine the eligibility of each applicant per the minimum eligibility requirements
- Provide to the CSP Steering Committee eligible application packets and agenda at least one week prior to the scheduled Committee meeting
- If time allows, Selection Meetings may include programmatic discussion and voting

### *Application Review*

CSP Steering Committee members will thoroughly review eligible application packets prior to the meeting. Members may refer to applicant summaries and considerations provided by the CSP Director if they find it helpful —this document is for CSP Steering Committee members' use only to help guide Committee discussion and voting and will not be the deciding factor in awarding recipients.

### *Voting on Final Awards*

The CSP Steering Committee will discuss each application during the Selection Meeting and vote to select Caleb Scholars. Final votes\* determine who is awarded.

\*In the event of a tied vote, the CSP Director may cast the tie-breaker vote at their discretion.

## Deadlines and Award Dates

### Caleb Scholars Program Fellowship Application Deadlines

**Fall Semester:** July 15

**Spring Semester:** December 15

Application deadlines are at 11:59pm in the applicant's local time zone.

### *Awarding Caleb Scholars Program Fellowships*

Approximately three to five weeks after the expiration of the fellowship deadline.

## Travel Grant Application Deadline

Accepted on a rolling basis.

### *Awarding Travel Grants*

Approximately three weeks after application submission.

## Internship & Extracurricular Experiences Grant Application Deadlines

Accepted on a rolling basis. For graduating Caleb Scholars, up to one month following their final semester.

### *Awarding Internship & Extracurricular Experiences Grants*

Approximately three weeks after application submission.

# Statement of Understanding, Privacy Policy, & Release of Information

## Statement of Understanding

(To be signed on the Online Application form)

I hereby attest that the information contained in this application is true, correct, and complete. I understand that if I have intentionally misrepresented information on this application or supplemental documentation, I will be required to return all scholarship funds and issue a formal apology to the CSP Steering Committee. I further understand that I must submit a continuing scholarship application with required supporting documents each semester to Caleb Scholars Program Staff to maintain my eligibility for a continuing scholarship.

If selected, I also agree to abide by all Caleb Scholars Program policies. I give permission for Caleb Scholars Program and its partners to publish my name, photograph, school information, and submitted bios or quotes in any reports, press releases, or publications. Other information I provide in my application materials may be included in reports, press releases, or publications, but without any identifying markers. I further understand and give permission for my anonymized information to be used in Caleb Scholars Program research and advocacy.

Applicants may request copies of their data and to request to have specific data removed from our databases at any time.

## Privacy Policy & Release of Information

The Caleb Scholars Program and its partners understand your privacy is important and will not release any voluntary data submitted by interested parties, applicants, or awardees. Data collected will be anonymized and used solely to improve our marketing and recruitment techniques, programmatic strategy, Caleb Scholars Program research and advocacy, as well as provide non-

identifying statistics for our grant reporting responsibilities. Caleb Scholars Program and its partners do reserve the right to publish photographs and/or video that may pertain to applicants or awardees including their images, likeness, and/ or voice without compensation. This material is intended for marketing, recruitment, and reporting purposes only.

If you have any questions regarding our privacy policy, please contact the CSP Director at [cpp.spec@kawerak.org](mailto:cpp.spec@kawerak.org).