



Caleb Pungowiyi Scholars Program POLICIES

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About the Caleb Pungowiyi Scholars Program

The Caleb Pungowiyi Scholars Program awards merit-based scholarships to registered tribal members of Alaska Native tribal groups located in the Norton Sound, Northwest Arctic, and Arctic Slope. The scholarship amount is \$5,000 each semester and goes to full-time students enrolled in marine conservation-related degree programs (see page 5). Dependent on funding, up to 5 scholarships will be awarded each semester. Scholars also have access to apply for additional benefits, such as funding for educational travel and extracurricular learning experiences.

The purpose of the program is to honor and carry forward the legacy of Caleb Lumen Pungowiyi by providing financial and extracurricular support for students pursuing higher education, with the goal of cultivating Alaska Native leaders in disciplines related to marine conservation. Participation in the Program as a Caleb Scholar is awarded to stellar students who demonstrate a commitment to outstanding academic achievement, knowledge of traditional ecological knowledge, and familiarity with subsistence. Preference will be given to students whose future goals will have positive impact in the field of marine conservation in the Alaskan Arctic, through research, policy, and advocacy and grounded in Alaska Native traditions, values, and culture. Once awarded, students may continue to receive scholarship funds as long as they comply with the Program policies described in this document.

Eligibility

To be eligible, applicants must meet the following minimum criteria:

- Enrolled as a tribal member of an Alaska Native tribal group from the Norton Sound, Northwest Arctic, or Arctic Slope regions.
- Registered in a preferred undergraduate or graduate degree program at an accredited university or college. (See the “Preferred Degree Programs” section.)
- Undergraduate applicants must have already completed 36 credit hours toward a preferred 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 his/her degree program.

Selection and Awards

Priority for scholarship funding is as follows:

- 1) full-time, degree-seeking undergraduates;
- 2) full-time graduate students;
- 3) part-time graduate students and non-traditional students pending availability of funds and fit with program preferred degrees. There is a two semester cap in this category.

In cases where two applicants are equally qualified, the Scholarship Steering Committee will exercise a preference for the applicant who was living in a preferred tribal region prior to attending school and/or who plans on returning to a preferred tribal region after the completion of their program.

Applicants will be notified of their award status at a maximum of one week after the Steering Committee has met. Each applicant will receive written notification of their award status. Additionally, award information will be available online through the website and other social media avenues.

Scholarships will be awarded on a semester schedule regardless of a recipient’s academic year schedule.

Scholarships will be disbursed to academic institutions in a timely manner.

Preferred Degree Programs

The following list outlines preferred degree programs. **This list is not exhaustive.** The Steering Committee and/or Program Specialist **will accept** applications from a student whose degree program is not listed, but incorporates the spirit of the scholarship program.

Alaska Native Studies	Genetics	Ocean Sciences
Algology	Horticulture	Oceanography
Anthropology	Marine Archeology	Political Science
Atmospheric Sciences	Marine Biodiversity	Renewable Resources
Behavioral Ecology	Marine Biology	Rural Development
Biogeochemistry	Marine Ecology	Science/Biology Education
Biological Science	Marine Geology	Seafood Science & Nutrition
Crustacean Physiology	Marine Mammalogy	Tourism
Earth Science	Marine Phycology	Tribal Management
Economics	Marine Pollution	Veterinary Science
Ecotourism	Marine Science	Water Resources Management
Environmental Economics & Policy	Museum Curation	Wildlife Biology & Conservation
Environmental Engineering	Natural Resources	Wildlife Sciences
Environmental Sciences	Natural Science	
Environmental Studies	Northern Studies	
Fisheries/ Fisheries Technology	Ocean Ecology	
	Ocean Engineering	

How to Apply

New applicants must submit:

- New scholarship application (including 3 essays and 2 letters of recommendation)
- Verification of tribal enrollment
- Electronic or paper transcripts
- Proof of registration for a course load of at least 12 credit hours in the upcoming semester

Application deadlines are:

- December 1 (Spring Semester)
- July 15 (Fall Semester)

Material will not be accepted after the expiration of 4:59 p.m. on the appropriate deadline. The Program Specialist will make every effort to notify students at least one week prior to a deadline if their applications are incomplete.

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

Continuing Students

To continue to receive scholarship funds, scholarship recipients must submit:

- The “Continuing” scholarship application
- Electronic or paper transcripts. Transcripts must demonstrate the successful completion of 12 credit (or full-time equivalent for graduate students) hours from the previous semester.
- Proof of registration for a course load of at least 12 credit hours (or full-time equivalent for graduate students) in the upcoming semester.

When forwarding Continuing applications to the Steering Committee, the Program Specialist will provide original application materials as needed.

Deadlines for Continuing applications are the same as New applications:

- December 1 (Spring Semester)
- July 15 (Fall Semester)

Graduating Scholars

After the successful completion of a degree program, a scholarship recipient will formally be known as a Caleb Scholar and encouraged to continue participation in the Program as an alum. Scholars may also be requested to complete an Exit Interview with the Program Specialist.

Scholar Requirements & Maintaining Eligibility

Minimum requirements to maintain eligibility are:

- **Minimum GPA:** Undergraduate students must maintain a minimum 2.5 GPA. Graduate students must maintain a minimum 3.0 GPA.
- Attend the **Annual Gatherings** to engage with your cohort and Steering Committee. (If unavailable to attend, contact the Program Specialist.)
- **Mentor Meetings:** Meet with your Caleb Program Mentor once per semester (described below).
- **Extracurricular experience** outside the Scholar's registered degree program (described below).

Mentor Meetings

When selected into the Program, Scholars are assigned a Caleb Program Mentor. Matches are determined by Scholar degree field and areas of interest and mentors' career backgrounds. Plan to meet once per semester with your Caleb Scholars Program Mentor. Meetings can be by phone or Skype if it's not feasible to meet in person. Mentorships are informal (i.e., written mentorship agreements, identified goals, or timelines are not required). The purpose of mentor meetings are to:

- a) Get to know your mentor—understand their career background, interests, etc. Develop a casual working relationship.
- b) Discuss and get feedback for your extracurricular requirements, and stay updated on your academic progress.

Contact the Program Specialist for a form to guide your first Mentor meeting.

Extracurricular Experience

Scholars are required to pursue education and experience beyond their registered university degree program. All current Scholars are eligible to apply for Program funds to support this requirement. Examples are:

- Conferences, workshops, and presentations (see more in "Travel Grants")
- Internships (see more in "Internships & Extracurricular Experience")
- Self-directed projects (see more in "Internships & Extracurricular Experience")

Timeline

Scholars must complete an extracurricular during tenure in the Caleb Scholars Program, or immediately following graduation. While the *minimum* requirement is one extracurricular, all Scholars are expected to continue building on extracurricular experiences as their tenure in the Program continues. Scholars should plan to share about their experiences at each Annual Gathering.

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Loss of Eligibility

Each semester, a student's academic progress will be assessed by the Steering Committee. If forward academic progress is not achieved, students may risk losing program eligibility.

Failure to maintain eligibility requirements will result in probation and/or suspension from the program. Students will receive written notification of their probationary status at a maximum of two weeks after the expiration of a deadline and may not receive funding for the semester. If funded for a subsequent semester, students who do not meet scholarship award requirements will be suspended from the program. Students will receive written notification if placed on suspension.

To be reinstated in the program, past recipients must again meet the minimum program requirements and receive approval from the Steering Committee. Students will be required to re-submit an application, transcripts, and proof of registration for the upcoming semester.

Program participants who misuse or misapply program funds or misrepresent information on application documents may also be suspended or terminated from the program.

Appeal to Reinstate Eligibility

Students may appeal a suspension decision. To appeal, students must submit a letter detailing their reason(s) for the appeal to the Program Specialist. The Steering Committee will meet as soon as possible to discuss the appeal. Within two weeks, a final decision will be sent to the student by post.

Travel Grants

All scholarship recipients are eligible to receive travel grants, as long as scholarship eligibility is maintained. Travel Grants will be awarded to Scholars to conduct marine conservation-related educational activities, or presentations in their home community or other Arctic community; and to support extracurricular endeavors that support Scholars' forward academic progress and/or career experience (for example, conferences, workshops, or learning events). Travel Grants are dependent on availability of funds and will be scheduled in the most cost effective way possible.

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 the Program Specialist.
- 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. If a scholarship recipient graduates, they may apply for a Travel Grant up to one month after their final semester.

Travel Preference and Approval

Preference for a travel award for a presentation in a home community will be given to Scholars who were living in their tribal region prior to attending school. Scholars are limited to two travel grants during their participation in the Caleb Scholars Program.

Approval and awarding of a Travel Grant does not fall under the purview of the Steering Committee, but instead will be decided upon by the Program Specialist.

Travel Report

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

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

Internships & Extracurricular Experience

Once selected into the Program, all Scholars are required to pursue extracurricular endeavors with the critical goal of expanding learning beyond the classroom to gain work experience and to establish networks of professionals in their fields of study. Projects, research, and internships with organizations outside the Scholar's school are examples of ways that Scholars can utilize the benefits of the Program. Extracurriculars may be self-directed by each Scholar, or they may be set up with assistance from the Program Specialist.

To support Scholars in pursuing such work, the Steering Committee may outline extracurricular expectations, and/or request progress reports on extracurricular endeavors. (For related information, see the "Scholar Requirements & Maintaining Eligibility" section.) Scholars may receive special recognition by the Program for outstanding achievements.

The Program offers the opportunity for Scholars to receive assistance in being matched with organizations to achieve extracurricular requirements. Internships offered by the Caleb Scholars Program will be developed in partnership with organizations whose missions complement the goals of the Program, as well as with the fields of study and goals of the interested Scholar. Details will be identified as follows:

- The Program Specialist will collaborate with Scholars and host organizations to provide recommendations for Scholar and organizational fit, and to facilitate introductions.
- Internship logistics, project plan, and requirements will be developed between the Scholar and the host organization supervisor.

Funding

Wages for internships developed in collaboration with the Program and partner organizations are eligible to be provided by the Caleb Pungowiyi Scholars Program, depending on availability of funds. All other incidentals are not covered by the program. The Program does not provide financial assistance for intern relocation and lodging for an internship; however, if a Travel Grant is given to the recipient of an internship, the student may use it for the internship as long as it also satisfies Travel Grant requirements. Scholars are limited to two rounds of internship funding during their participation in the Caleb Scholars Program.

How to Set up an Internship or Self-directed Extracurricular

To begin setting up an internship or to connect self-directed endeavors to the Caleb Scholars Program, contact the Program Specialist. Approval of internships related to the Caleb Scholars Program will be facilitated by the Program Specialist in consultation with the Steering Committee. Interns must provide a written summary of their experience to the Program Specialist 2 weeks following the conclusion of the internship, and plan to share about their experience at the Annual Gathering.

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Caleb Scholars Program Steering Committee

The Caleb Scholars Program Steering Committee guides the progress of the overall Program to ensure it is making progress toward meeting the mission; and to select Scholars into the Program. To avoid a conflict of interest, Steering Committee Members are requested to excuse themselves from the selection process if a direct family member is in consideration.

Committee Makeup

The Committee will include at least one representative from:

- Caleb Pungowiyi family member
- Oak Foundation
- Kawerak, Inc.
- Norton Sound region
- Northwest Arctic region
- Arctic Slope region
- Caleb Scholars Program Alumni (1 seat)

Committee Member Responsibilities

The minimum expectation of the Committee is to convene three times per year (two selection meetings and one Annual Gathering). In addition, Committee members act as informal mentors to Scholars and provide consultation to Program staff as needed. Steering Committee Members are requested to commit to an entire academic year of participation.

Primary duties are:

1. Approval of scholarship policies; engage in program review and development as needed.
2. Review eligible applicant pools; approval and denial of applications.
3. Review of academic progress, make extracurricular recommendations, probation, and/or suspension from program.
4. Volunteer to serve as mentors, as needed.
5. Engagement with Scholars, alumni, and other Program stakeholders at the Annual Gathering.
6. Promote the Program.

Twice-yearly Selection Process

The Committee convenes for Selection Meetings prior to each semester (usually in December and August), to discuss applicants and select Scholars. Selection Meetings should be scheduled no later than three weeks after each deadline to provide decisions to all applicants in advance of the upcoming semester. Selection Meetings may be conducted through in-person meetings, teleconference, and/or online forums.

The Program Specialist is responsible for facilitating Selection Meetings as follows:

- Coordinate and moderate the Selection Meeting.
- Determine the eligibility of each applicant per the minimum eligibility requirements.
- Provide to the Steering Committee eligible application packets at least 1 week prior to the scheduled Committee meeting.

Application Review and Optional Scoring Rubric

Committee members will thoroughly review eligible applications prior to the meeting. Members may use a scoring rubric provided by the Program Specialist if they find it helpful. Scores are for Committee members' use only to help guide Committee discussion and voting, and will not be tabulated nor be the deciding factor in awarding recipients.

Voting on Final Awards

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

Deadlines

Scholarship applications (both New and Continuing)

Fall Semester: July 15

Spring Semester: December 1

Awarding of scholarships

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

Travel Grant applications

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

Travel Grant awards

Approximately three weeks after application submission.

Frequently Asked Questions

Am I eligible for the Caleb Scholars Program?

If this is you, yes:

- Already earned, or expect to earn, 36 college-level credits
- Registered for at least 12 credit hours for the upcoming semester
- Registered for a degree program at an accredited university

I have fewer than 36 credits, but I'll have 36 credits by the time next semester starts. Can I apply now?

YES! You need to have 36 credits by the time the semester starts that you are applying for. So, for example:

- It's the middle of November, and I currently have only 24 credits completed.
- I'm taking 12 credits this semester, and I expect to complete them all.
- Once this semester is over and grades are submitted in January, I'll have 36 credits by the time the Spring semester starts.

Yep, that's eligible!

I'm a graduate student. Am I eligible?

Yes, the Caleb Scholars Program supports graduate students. Please be aware that preference is given to undergraduate students. See the full sequence of preference in the "Eligibility" section.

Do you accept applications for the summer semester? Or, what if my school is on a quarter system?

We accept applications for our two award cycles per year—spring and fall. If you are taking summer classes or if your school is on a quarter cycle, please expect to adhere to a semester award cycle. Plan to submit your application and supporting documentation by either July 15 or December 1.

Okay, I applied. When will I know if I got selected?

Applicants are notified of awards 3 to 5 weeks after the deadline. Please wait this full period before asking if you were selected.

How do I know if my application was complete?

We do our best to touch base with every single applicant to either confirm that their application is complete, or to ask for additional documentation if needed. But, if you haven't had confirmation that it's complete within 1 week of the deadline, please feel welcome to reach out and ask whether it's been received.

I have been selected as a Scholar! When will I receive award funds?

Once you've been notified of award, scholarship funds will be disbursed to your academic institution. The scholarship will not be sent directly to you. We strive to ensure funds are mailed to financial aid offices within the first two weeks of the semester to ensure that tuition bills are paid before university deadlines.

When will I receive the funds from my university?

See above. Please contact your academic institution for information on their disbursement practices.

I received the Caleb Scholarship last semester. Am I eligible this semester?

Yes, you are eligible. Scholars are required to submit a Continuing Application and accompanying paperwork by the appropriate scholarship deadline.

I am transferring schools. How will this affect my eligibility?

Please notify the Program Specialist in writing prior to your transfer.

If I drop a class during the semester, will I lose my eligibility?

You will remain eligible for the scholarship as long as you have completed 12 credit hours the previous semester, maintain a minimum 2.5 GPA representing forward academic progress, and fulfill the requirement to seek extracurricular opportunities. If you do have to drop a class, plan to address it in your continuing application essay.

I want to apply for a Travel Grant! Is my idea eligible? What should I do?

Great! Please contact the Program Specialist to let them know: purpose of travel, location, event, host, and logistics (date, approximate funds request, etc.).

Who is my Caleb Scholars Program mentor?

Your mentor is assigned when you are selected into the Program. You'll find their name in your award letter.

Privacy Policy & Release of Information

Kawerak, Inc. and the Oak Foundation understand your privacy is important and will not release any voluntary data submitted by interested parties, applicants, or awardees. Data collected will be used solely to improve our marketing and recruitment techniques, as well as provide non-identifying statistics for our grant reporting responsibilities. Kawerak, Inc. and the Oak Foundation 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 and recruitment purposes only.

If you have any questions regarding our privacy policy, please contact the Caleb Scholars Program Specialist.

I, _____, have read and agree to abide by these Program Policies in full, including the Privacy Policy and Release of Information described above.

Signature

Date