

## **DONNA MORRIS SCHOLARSHIP FUND**

with funding from  
The Friends of the Metropolitan Library System  
04/15; Rev. 03/17

### **GUIDELINES**

- A. To provide quality library service for the citizens of Oklahoma County, the Metropolitan Library System encourages its employees to improve their job skills and to develop their professional career potential. In support of this effort the Friends of the Metropolitan Library System established the Donna Morris Scholarship Fund in recognition of her 45 years of service to the metro library system, the last 12 years as the executive director. Under the program, scholarship award grants will be made to successful applicants upon completion of courses leading to completion of an accredited degree program.
- B. Specific Objectives of the Program:
  - 1. To provide greater opportunity for library system employees to further their education by underwriting a portion of the costs for educational courses leading to an undergraduate, graduate or post-graduate degree.
  - 2. To encourage employees to pursue degrees that will develop and broaden their skills, knowledge and professional expertise.
  - 3. To enhance employees' performance and/or prepare them for promotional opportunities within the library system.
  - 4. To improve the library's potential for attracting and retaining highly qualified and experienced personnel who wish to expand their knowledge.
- C. General Guidelines:

Staff may apply for the scholarship reimbursement for degree-related courses. The study and course work must be completed on the employee's own time.

## ELIGIBILITY

### A. Employee Eligibility

1. Regular, full-time and part-time employees who have received a satisfactory performance evaluation immediately prior to the beginning of the semester for which they are enrolling are eligible to apply for scholarship funding.

### B. Reimbursement Levels

1. Eligible employees may seek a maximum scholarship reimbursement of up to \$150 per undergraduate credit hour or up to \$200 per graduate credit hour for a maximum of 9 credit hours\* per fiscal year--for tuition, books/materials and fees—for courses leading to an approved degree.
  - i. *Maximum credit hours may be waived if scholarship funds are available after all other applications have been processed.*
2. The scholarship fund will not underwrite other costs such as food, lodging or travel.
3. Individual scholarship award levels will be determined by the available funds and the number of eligible applicants.

### C. Submittal of Applications

1. Applications may be obtained from the MLS Intranet.
2. Applications must be made prior to the start of each semester per a schedule announced by the Human Resources Office.
3. The applications--in order to be considered--must have the written verification from the employee's immediate supervisor, who must verify the employee's job performance.
4. Additional information about the application process may be available from the MLS Human Resources Office.

### D. Review and Approval of Applications

1. A Scholarship Award Committee appointed by the Executive Director and consisting of a representative of the Friends of the Metropolitan Library and whatever additional staff are deemed appropriate will consider eligible applicants prior to each fall, spring and summer semesters. Member of the Scholarship Award Committee and members of their immediate family are not eligible for the scholarship program.
2. The Human Resources Office will notify all applicants in writing of the Committee's decisions.

#### E. Reimbursement Payments

1. Upon receipt of grades for the course(s), scholarship awardees shall submit a copy of the final grade report, a fee statement which shows the number of hours completed, the title of the course(s), and the total tuition or related costs to the Human Resources Office within six weeks after course completion.
2. The scholarship reimbursement will be made within 45 days of the receipt of the above documentation.

#### F. Limitations

1. The minimum grade that will be acceptable for scholarship reimbursement will be "B", or "pass" in the case of pass/fail courses taken towards the attainment of the degree.
2. Employees who leave the employ of the Metropolitan Library System or who are terminated prior to completing reimbursable coursework forfeit their right to reimbursement.
3. Employees who do not complete courses, who receive an unsatisfactory grade or who do not follow the scholarship program procedures will not be eligible for reimbursement.
4. Employees receiving tuition or reimbursement from other scholarships or programs are only eligible to receive the net library scholarship cost for the course(s) tuition/other only after deducting the amount of such outside aid.
5. Intersession classes will be eligible for reimbursement; however, participants must not exceed the maximum number of 9 hours per year.

# METROPOLITAN LIBRARY SYSTEM APPLICATION FOR Donna Morris SCHOLARSHIP FUND

The Donna Morris Scholarship Fund was established by the Friends of the Metropolitan Library in recognition of her past 12 years of service as Executive Director of the Metropolitan Library System and 45 total years of service. The scholarship encourages library employees to improve and increase their knowledge, and to develop their professional career potential. Scholarship grants are awarded to successful applicants upon completion of a course or courses leading to completion of an approved degree.

Name of Applicant

*Last*

*First*

*Middle*

Library Position

Library Location/Department

I have (check one)

Been accepted

Have applied for acceptance

*in the following degree program*

Name of degree program

Name of university

I am applying for the scholarship for each of the following courses (indicate also the number of units per course; attach additional pages as necessary):

**Course**

**Units per course**

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I will begin the course(s) in the \_\_\_\_\_.

*Month/Year*

## RELATIONSHIP OF DEGREE

Describe in 300 words or less on an attached sheet how this degree relates to your present position and/or prepares you for a promotional opportunity with the library system.

## SUPERVISOR'S ENDORSEMENT

I have reviewed the application and verify that the employee's job performance is satisfactory. Additional comments:

*Name/Title of Immediate Supervisor*

*Date*

I have (check that apply)

Previously been awarded the Donna Morris Scholarship

Never applied for Donna Morris Scholarship

Previously been awarded the Lee B. Brawner Scholarship

Never applied for Lee B. Brawner Scholarship

## CERTIFICATION

I hereby certify that I will adhere to the policy and procedures for this scholarship fund if I am awarded a grant.

\_\_\_\_\_  
*Applicant Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Submitted*