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SEED Scholarship Program Guidelines

The following shall govern the administration of the SEED Scholarship Program sponsored and administered by Dream Rite and its Program Managers. The word “recipient” shall be interchangeably used with “scholarship recipient” of “student” throughout this document.

1.0 PROGRAM ADMINISTRATION

1.1 SCHOOL LIAISON & VISITS

- 1.1.1** The Program Manager shall be assigned to each region and or school where recipients attend.
- 1.1.2** The Program Manager shall be the primary point of contact for parents or school seeking to reach Dream Rite for any administrative inquiry about the student’s scholarship status.
- 1.1.3** The Program Manager shall liaise with the school authority through the school’s designated primary representative.
- 1.1.4** The Program Manager shall obtain records of the recipient’s continuous assessment, which may include (but not limited to) attendance record, midterm examinations, end-of-term examination, and all other official assessment records the school uses as part of performance measurement.
- 1.1.5** The Program Manager shall conduct visits to the recipient’s school and home as follows:
 - 1.1.5.1** The first visit shall be conducted in the **school premises** in the first term by mid-November.
 - 1.1.5.2** The second visit shall be conducted in the **school premises** in the second term by mid-March.
 - 1.1.5.3** The third and final visit shall be conducted in the **home** of the recipient in the third term by mid-June.

- 1.1.6** During the third visit (in the home), the Program Manager shall conduct a Needs Assessment which shall constitute part of the Recertification for renewal of the annual scholarship.
 - 1.1.6.1** The recipient's parents or guardian (on record) must be present during the visit.
 - 1.1.6.2** The Program Manager will liaise with the recipient's parent/guardian on a date convenient to both parties and the recipient.
 - 1.1.6.3** The Program Manager will communicate with the recipient's parent/guardian if unable to honor previously scheduled appointment and will make sure to reschedule such appointment to a later date (not more than 15 days from the originally scheduled date).
 - 1.1.6.4** The same stipulation applies if the recipient's parent/guardian needs to reschedule a previously scheduled visit appointment.

1.2 FINANCE

- 1.2.1** At the beginning of each scholarship year (September of each year), the Program Manager shall be given an approved budget for each scholarship recipient and shall keep track of request for fund throughout the year which must not exceed the approved budget.
- 1.2.2** The Program Manager shall procure and submit official invoices for the scholarship recipient's approved academic expenses directly to Executive Director for approval, which shall then be routed to the Finance Officer for payment.
- 1.2.3** The Program Manager shall provide (in the request for payment) the direct payment account of the school or the appropriate vendor whose information appears on the invoice.
- 1.2.4** If the Program Manager is unable to obtain an invoice for an approved academic expense, the Program Manager shall so state in the request to the Executive Director. In this case, the Executive Director may approve a direct disbursement of the approved fund to the Program Manager in the disbursement approval to be sent to the Finance Officer.

1.3 MENTORING & SUPPORT

- 1.3.1** Program Managers shall serve as the coordinating mentor to the assigned recipients and provide academic guidance and counseling as needed.

- 1.3.2** As new mentors are identified, Program Managers may be asked to reassign mentorship of the recipients to the new mentors whose career aligns with the recipient’s career path and mentoring need. However, the Program Manager shall remain the coordinating mentor and shall still be responsible for visiting the recipient in school and at home as stated in Section 1.1.5.
- 1.3.3** Program Managers and Mentor shall be required to make a monthly outbound call to the recipients directly (if applicable) or through the recipient’s parent.
- 1.3.4** The purpose of this call is to check on the well-being of the recipient on an ongoing basis and seek to address any academic or domestic issue the recipient may be dealing with.
- 1.3.5** Mentors are expected to provide clear academic guidance and support to the recipient as necessary for the recipient to meet his or her academic and career goals.
- 1.3.6** Mentors are expected to provide routine updates to Program Managers on their findings in the course of their engagement with the recipient.
 - 1.3.6.1** The method by which these updates are provided to Program Managers can be via phone call, email or text messages.
- 1.3.7** Program Managers **may not** under any circumstances provide direct financial support to recipients.
 - 1.3.7.1** Protocol for payment of approved academic expenses must be followed by the Program Manager as stipulated in Section 1.2.
- 1.3.8** In the same manner, Mentors **may not** under any circumstances provide direct financial support to the recipient, except as follows:
 - 1.3.8.1** Mentors desiring (of their own volition) to provide extra financial support to the recipient must send the fund directly to Dream Rite with instruction on the disbursement of the fund to the recipient.
- 1.3.9** Program Managers and Mentors are obligated to document and report recipients making a financial request from them. This is important to ensure Dream Rite promptly redirects and realigns the recipient’s focus to the main purpose of the scholarship and mentoring relationship, which does not involve seeking direct financial support.

1.4 QUARTERLY PROGRAM MANAGER’S REPORT

- 1.4.1** Program Managers shall document the monthly outbound call to the recipient as part of the quarterly portfolio report to the Executive Director.

- 1.4.2 The Program Manager shall participate in a quarterly program standing meeting during which report of each recipient's academic progress will be discussed.

2.0 SCHOLARSHIP RECIPIENTS RESPONSIBILITY

2.1 ACADEMIC REQUIREMENT

- 2.1.1 Be punctual and maintain a good attendance record in school throughout the year.
- 2.1.2 Ninety percent (90%) attendance record will be required to be eligible for scholarship renewal.
- 2.1.3 Maintain a good academic grade in school.
 - 2.1.3.1 Scholarship recipients must maintain a **minimum of grade B** in three of the following core subjects for those in Junior Secondary School or four of the following core subjects for those in Senior Secondary School:
 - 2.1.3.1.1 **Junior Secondary School (3 out of 4)**
 - 2.1.3.1.1.1 English Language
 - 2.1.3.1.1.2 Mathematics
 - 2.1.3.1.1.3 Basic Science or Technology
 - 2.1.3.1.1.4 Business Studies or Civic Education
 - 2.1.3.1.2 **Senior Secondary School (4 out of 5)**
 - 2.1.3.1.2.1 English Language
 - 2.1.3.1.2.2 Mathematics
 - 2.1.3.1.2.3 Biology or Economics
 - 2.1.3.1.2.4 Physics or Accounts or Government
 - 2.1.3.1.2.5 Chemistry or Commerce or History
 - 2.1.3.2 To ensure uniformity in grade evaluation, Dream Rite shall adopt the following grading structure when evaluating school grade regardless of the respective school grading criteria.
 - 2.1.3.2.1 Grade A: 90 – 100 %
 - 2.1.3.2.2 Grade B: 76 – 89 %
 - 2.1.3.2.3 Grade C: 65 – 75 %
 - 2.1.3.2.4 Grade D: < 65 %
 - 2.1.3.3 Official performance report obtained from the school will be used to determine the grade used for ongoing evaluation of the recipient's academic performance.

2.1.3.4 Throughout the year, Dream Rite shall evaluate the respective school grade for each terminal examination and recipients with Grade C and below shall be engaged in counseling by the Program Manager.

2.1.3.4.1 The Program Manager shall liaise with the recipient's parents and make every effort to help the student in creating a plan for achieving better grade on the next performance report.

2.1.3.4.2 Dream Rite shall also advise the recipient's parent in writing of a change in the status of their child's scholarship benefit from **active** to **conditional** and in the same notification states the program expectation for the child at the next performance examination.

2.1.3.5 For the purpose of scholarship renewal, the cumulative of first, second and third term performance report shall be used to determine a final grade for each subject.

2.1.3.6 This scholarship award shall not be renewed for recipients who do not meet the grade requirement as stated in this Section.

2.1.4 Be of good behavior in school.

2.1.4.1 The Program Manager shall liaise with the designated school representative to obtain *qualitative* information about the recipient's behavior and interpersonal demeanor while in school.

2.1.4.2 Direct observation by the Program Manager during visits to the school will also be considered in evaluating the recipient's behavior in school.

2.2 NON-ACADEMIC REQUIREMENT

2.2.1 Read and review one book during each academic term in the academic session.

2.2.2 Books will be given to recipients by the Program Manager

2.2.3 These books will focus on leadership, motivational, career empowerment, and business.

2.2.4 Submit a written review of the book provided for each academic term as follows:

2.2.4.1 A summary of the book in two paragraphs.

2.2.4.2 Lesson learned from the book in one paragraph.

2.2.4.3 Write a one-paragraph detailed plan on how you would apply the lesson learned from the book.

2.2.4.4 Minimum of 250 combined word count.

2.2.4.5 Book review must be submitted directly to
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2.2.5 The purpose of this requirement is to promote mental development and leadership orientation for the recipient as part of the SEED Scholarship Program design.

2.2.6 Adherence to the reading of the provided books and prompt submission of the review WILL constitute part of the recipient recertification process and determination for scholarship renewal and will be considered very seriously.

2.2.7 Failure to comply with the required book reading and timely review submission may not constitute dismissal from the Scholarship Program, but it will be a determinant in renewing the scholarship benefit for the following year.

2.3 ANNUAL SCHOLARSHIP STAKEHOLDERS MEETING

2.3.1 Recipients and their parents shall be required to attend a mandatory annual meeting – a forum for all stakeholders to meet face to face and chat with Dream Rite’s Executive Director (or assignee).

2.3.2 Date and location of the meeting shall be provided to all recipients at least 30 days in advance.

2.3.3 During this meeting, the Executive Director (or assignee) is expected to provide strategic direction and share expectations of the organization from all program stakeholders for the year.

2.3.4 This meeting will also be a meet and greet event and a forum for general questions and answers.

2.3.5 This meeting shall be mandatory for all recipients, parents/guardians, program managers, and all other program stakeholders.

3.0 PARENTS/GUARDIAN’S RESPONSIBILITY

3.1 PARENTAL SUPPORT

3.1.1 Ensure the scholarship recipient have ample time for studies at home.

3.1.2 Provide enough moral support and enabling environment for the recipient to focus on their studies.

3.1.3 Allow enough time for recreational purposes so the recipient can socialize and interact with peers outside of the confines of the academic

environment. This encourages and builds self-esteem and communication skills.

- 3.1.4** Encourage the recipient to build spoken and written English skills.
- 3.1.5** Invest in reading materials that align with the recipient's areas of interest.
- 3.1.6** Report any change in the recipient's academic performance and or moral behavior to the Program Manager.
 - 3.1.6.1** The Program Managers serves as mentors to the recipient; hence, it is important to promptly keep them in the loop whenever the recipient exhibit any untoward behavior. This will enable the Program Manager to engage the recipient at a professional level to deal with the issue.
- 3.1.7** Be available for a monthly call from the Program Manager to touch base with the recipient.
- 3.1.8** Be available to have the Program Manager conduct a minimum of one visit to the recipient's home every year.
- 3.1.9** The Program Manager shall liaise with the recipient's parent/guardian on a date convenient to both parties and the recipient.
- 3.1.10** The recipient's parent/guardian will communicate with the Program Manager if unable to honor previously scheduled appointment and will make sure to reschedule such appointment to a later date (not more than 15 days away from the originally scheduled date).
- 3.1.11** The same stipulation applies if the Program Manager needs to reschedule a previously scheduled visit appointment.

4.0 ANNUAL AWARDS

4.1 AWARD OVERVIEW

- 4.1.1** The purpose of the Annual Award is to recognize the recipient's resilience and efforts in striving for excellence in their academic pursuit. The award shall take into consideration multiple factors from the recipient's ongoing academic performance review throughout the academic session.
- 4.1.2** The evaluation criteria for the award shall strictly utilize the grading criteria as defined in Sections 2.1.3.1.1 and 2.1.3.1.2.
- 4.1.3** The awards shall be given out during the Annual Scholarship Stakeholders Meeting.

4.2 AWARD CATEGORIES

4.2.1 **BEST STUDENT AWARD**

4.2.1.1 OVERVIEW

- 4.2.1.1.1 This award category recognizes the best student in each term in the academic session.
- 4.2.1.1.2 There will be only one recipient for this award category for each term.
- 4.2.1.1.3 Qualification for this award category is determined per academic term, consequently, a student can qualify for this award category for each of the three academic terms (1st, 2nd & 3rd).
- 4.2.1.1.4 There will be three slots for this award category in each academic session per metropolis coverage area of the scholarship program.

4.2.1.2 QUALIFICATION & REQUIREMENTS

- 4.2.1.2.1 Attain all “A”s in the core subjects as defined in Sections 2.1.3.1.1 and 2.1.3.1.2.
 - 4.2.1.2.1.1 If there are multiple students meeting this requirement, we would apply the next criterion. For the next (second) criterion to be applied, the first criterion must already be met.
- 4.2.1.2.2 Attain all or most “A”s in all subjects (including the core subjects) for the academic term.
 - 4.2.1.2.2.1 If there are multiple students meeting this requirement, we would apply the next criterion. For the next (third) criterion to be applied, the first and second criteria must already be met.
- 4.2.1.2.3 Attain the highest attendance for the term.
 - 4.2.1.2.3.1 If there are multiple students meeting this requirement, we would apply the next criterion. For the next (fourth and final) criterion to be applied, the first, second and third criteria must already be met.
- 4.2.1.2.4 The Executive Director will review the quarterly report submitted by the Program Manager for each of the students meeting the above criteria for a final decision.

4.2.2 SCHOLAR OF THE YEAR AWARD

4.2.2.1 OVERVIEW

- 4.2.2.1.1** This award category recognizes the best student for the entire academic session.
- 4.2.2.1.2** There can only be one recipient for this award category for the entire academic session.
- 4.2.2.1.3** Qualification for this category is determined once in the academic session.
- 4.2.2.1.4** There will be only one slot for this award category available in each academic session per metropolis coverage area of the scholarship program.

4.2.2.2 QUALIFICATION & REQUIREMENTS

- 4.2.2.2.1** Attain the most “A”s in the core subjects for the entire academic session.
 - 4.2.2.2.1.1** If there are multiple students meeting this requirement, we would apply the next criterion. For the next (second) criterion to be applied, the first criterion must already be met.
- 4.2.2.2.2** Attain the most “A”s in all subjects (including the core subjects) for the entire academic session.
 - 4.2.2.2.2.1** If there are multiple students meeting this requirement, we would apply the next criterion. For the next (third) criterion to be applied, the first and second criteria must already be met.
- 4.2.2.2.3** Attain the highest attendance for the entire academic session.
 - 4.2.2.2.3.1** If there are multiple students meeting this requirement, we would apply the next criterion. For the next (fourth and final) criterion to be applied, the first, second and third criteria must already be met.
- 4.2.2.2.4** The Executive Director will review all the quarterly reports submitted by the Program Manager for each of the students meeting the above criteria for a final decision.

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