

EXHIBIT 'D'

NEW YORK STATE FEDERATION
OF
HOME BUREAUS, INC.



GUIDELINES FOR CHOOSING SCHOLARSHIP RECIPIENTS

1. The student must be considered full-time and have an academic standard of 2.85 for scholarship. Scholarship recipients must be entering 2nd, 3rd, or 4th year of college at the time the recipient receives the scholarship award. An exception to this requirement would be a student attending a 2 year college, must be in the 2nd year, carrying a minimum of 9 credit hours in addition to work/study or internship.
2. Only students residing in counties where New York State Federation of Home Bureaus, Inc. has organized chapters and county executive officers are eligible to receive State Federation scholarships. The parent's legal address is required unless a student is emancipated and "financially independent". See list of Organized Counties. Changes will be sent to you each year.
3. The student must demonstrate financial need as determined by the college. Home Bureau awards are not given as honoraria.
4. Foreigners in the United States on Student Visas are not eligible. An applicant must be a citizen of the United States.
5. One to four representatives of New York State Federation of Home Bureaus, Inc. appointed by the State Scholarship Chairman, must meet with the college representatives to select the scholarship recipients. The Home Bureau Committee makes the final selection, using the list of screened applicants given to them by the college. The only exception to this is if the county is no longer organized then the State Scholarship Chairman may appoint a selection committee for a surrounding organized county or give the college permission to select a student to receive the award.
6. Pertinent details of the students' talents, past leadership experiences, activities in which they took part, hobbies, and any other information, which would enhance their qualifications, should be made available to the selection committee.

7. There should be recommendations available (preferably from college personnel) as to the applicants' character, abilities, and general worthiness. The FAFSA (Free Application for Federal Student Aid) should be available for verification of need.
8. Colleges are responsible for setting up interviews, having the students on campus for interviews and for gathering all the information for the committee's use.
9. After the selection of the recipients, the college must send the following information to the State Scholarship Chairman via the award form:
 - a. Name of Scholarship
 - b. Name of recipient
 - c. Home address of recipient
 - d. Recipient's home County
 - e. Amount of scholarship
 - f. Date of the semester for which the award was given
 - g. Date the selection committee meeting was held
 - h. Names, addresses and phone numbers of the selection committee that attended the selection.
10. For each endowment, one recipient may be chosen. The award is more meaningful this way. If there are no qualified applicants in any given year the interest must remain with the principal and two awards given the following year. Exceptions: in colleges having an alternate field of study, those applicants will be considered.
11. Home Bureau Scholarships are given as outright gifts in the form of credit toward tuition, room, board, and other necessary expenses.
12. Colleges should advertise Home Bureau scholarships and endowments following their usual procedure and using the Home Bureau Application Form. The college will be responsible for printing the forms (one sided only), making the forms available to the students, and processing them.
13. After a college has been chosen and the presentation has been made, all business and correspondence between the college and Home Bureau is conducted with the State Federation through the State Scholarship Chairman or the State President if necessary. **Honorees and/or Selection Committees are NOT empowered to make decisions and agreements or establish policy with any college.**
14. A college, which accepts a Home Bureau Federation endowment, must agree to follow these guides and future revisions thereof. Any college, which now has a Home Bureau Scholarship and does not follow these guides, will not be offered any further endowments.