SCHOLAR POLICY

2026

DANAHER LYNCH FAMILY FOUNDATION SCHOLARSHIP POLICY

The **DANAHER LYNCH FAMILY FOUNDATION** holds and administers funds that provide scholarship grants to students attending Conwell-Egan Catholic High School. Students who are awarded a DLFF Scholarship are expected to perform at an appropriate academic level and maintain good conduct and communication skills. The DLFF CEC Scholarship will be automatically renewed each year, provided the student is enrolled at CEC and meets the criteria established by the Danaher Lynch Family Foundation.

DLFF COMMUNITY AND CREATIVE ARTS SCHOLARSHIP REQUIREMENTS

A scholar will be considered in good scholarship standing if the following requirements are met:

Academics

- Quarterly general average of 80% with no failures

Conduct

- Satisfactory attendance as defined by CEC policy.
- Satisfactory conduct as determined by the CEC Code of Conduct

Participation

- Participation in DLFF Community Partner Service Project
- Participation in DLFF sponsored events and/or programs
- Attendance at 3 out of 5 required All Scholars Meetings, including at least one keynote. Required meetings: Service Fair (September), Brunch (March), Service Wrap Up (February), Fall Keynote, Spring Keynote
- Completion of required tasks on time
- Maintain good communication with DLFF team

If a scholar fails to meet the scholarship requirements in any area, a DLFF Support Mentor will meet with the scholar to develop an Action Plan.

DLFF CREATIVE ARTS PROGRAM SCHOLARSHIP

Any scholar awarded a DLFF Visual, Performing, or Instrumental scholarship will be recognized as a **DLFF Creative Arts Program Scholar (CAP) Scholar**.

Creative Arts scholars must abide by the requirements set forth by the ***Creative Arts Scholarship Agreement***. If requirements are not met, or if the scholar wishes to opt out of the Creative Arts Scholarship Program, the scholar must notify the Creative Arts Program Mentor via a ***request form***. A meeting will be scheduled to decide on an appropriate course of action.

PARTICIPATION

The **DANAHER LYNCH FAMILY FOUNDATION** mission is to help unleash the potential of people in the community. We encourage our scholars to be active participants in both the DLFF community and the CEC community. Through participation in DLFF programs, scholars learn the importance of responsibility, accountability, initiative, leadership, and community service. These are the qualities needed for students to become responsible adults, informed citizens, and skilled professionals. The following requirements are expected of a DLFF Scholar:

- Completion of DLFF Community Partner Service Project.
- Participation in DLFF sponsored events or programs within the school network.
- Attendance and participation in scheduled All-Scholars meetings, Mentor Team meetings, and Service Team meetings.
- Completion of assigned tasks accurately and timely. Tasks include but are not limited to:
    - ✓ Maintain correct information on Student Profile and inform DLFF Director of Educational Services of any changes.
    - ✓ Complete Interest Survey at the beginning of each school year by scheduled due date.
    - ✓ Complete Progress Monitoring by scheduled due date.
    - ✓ Complete Service Tracking forms by scheduled due dates.
    - ✓ Complete End-of-Year Exit Survey by scheduled due date.
    - ✓ Sign up for the required **Remind app** as directed. Scholars must turn notifications on for the **Remind App.**
    - ✓ Scholars are also required to check their CEC email and Schoology accounts on a daily basis and reply to messages from the DLFF mentor team in a timely manner.

CELL PHONE USE BEHAVIOR

During DLFF meetings, events, and community service projects, we ask that cell phones be muted and kept out of sight unless otherwise instructed. Talking or texting is prohibited during this time.

DLFF CEC SCHOLAR SERVICE
Program and Expectations

Program Description

As part of the DLFF High School Scholarship, students should maintain an attitude that aligns with giving back to the community. All students who receive a DLFF High School Scholarship will be required to volunteer a minimum of 10 hours per school year. Each student will complete service requirements per the DLFF Service Program guidelines.

DLFF Service Teams

DLFF will host a Service Fair at Conwell-Egan Catholic High School in September. Scholars will be given a choice of the team they would like to join. Scholars will be required to join one service team and volunteer with the organization. Sign-ups for service teams will be on a first-come, first-served basis.

Details for each service team's projects will be assigned by the Service Team Leader.
DLFF Scholars are responsible for attending service project meetings including pre- and post-conferences, handing in necessary work, and completing all service commitments.

Participation

All scholars are required to participate in the DLFF Community Service Program. Participation includes communicating with their Service Team Leader as well as attending meetings and following through on service commitments.

Only excusable absences will be accepted by the Service Team Leader with at least one day's notice of the absence. Consequences for non- participating scholars will be as follows:

- **First Offense**: Service Team Leader will contact Scholar and Parent on email communication (cc Class Mentor). DLFF Class Mentor will meet with the scholar.
- **Second offense**: Service Team Leader will alert DLFF Class Mentor that the scholar is not participating in the service team requirements. DLFF Class Mentor will complete a Scholar Support Referral form. A DLFF Support Mentor will meet the scholar to develop an action plan to ensure future success.
- **Third offense**: For two or more unexcused absences, a meeting between the DLFF Class Mentor, Scholar and Parent will be set up to discuss the issue and remedy the situation.

Service Hour Tracking Requirements

All community service hours completed by our scholars should be reported to DLFF via the Scholar Service Tracking Form. DLFF captures the impact of our scholars via this form as well as information for scholar spotlights. Scholars are expected to submit a tracking form after each volunteer experience (including service team projects). As part of the form submission, scholars must take a photo of themselves volunteering.

All 10 hours of community service must be documented via the Scholar Tracking Form by the required deadline. Failure to submit the minimum service hours on time will result in Scholarship Probation and an action plan to ensure remaining service hours are completed.

Service Team Presentations

DLFF Scholars will work together in their Service Teams to summarize the impact of the work completed. Service Teams will share an overview of their work with fellow DLFF Scholars and Mentors.

VIRTUAL MEETING EXPECTATIONS

During DLFF virtual meetings, the following guidelines are in effect:

- Log in to Zoom on time using your CEC email
- Video option must remain on
- Appropriate background
- Proper attire – (CEC or DLFF tees are acceptable)
- Scholar is seated in a chair and remains present and attentive during meeting
- Respectful and courteous behavior
- No use of cell phones
- Zoom meeting may not be recorded without permission of a DLFF Administrator

PARENT EXPECTATIONS

The DLFF Team will work with your scholar to help him or her achieve success during their DLFF experience, however we need parental support for you to remain informed and assist us in our mission of building leadership skills in all DLFF scholars. Please help us help your student by:

- Signing up for the Remind App- At least one parent of each scholar must sign up for the Remind app to maintain good communication between scholars and program directors.
- Responding to all correspondence from a DLFF representative in a timely manner.
- Maintaining open communication with DLFF on matters concerning your child.
- Reporting any change of address, email, or other personal information to the DLFF Executive Assistant, Linda Jensen (linda@dlff.org).
- Informing DLFF Executive Director, Sue DiLisio, if your child's enrollment status changes at CEC (sue@dlff.org).

ACADEMICS

The **DANAHER LYNCH FAMILY FOUNDATION** holds its scholars to academic excellence. When a scholar's performance falls below the required academic standards, the scholar will be given additional support by a DLFF Mentor. The DLFF Support Mentor will meet with the scholar to create an action plan to ensure future success. A Support Referral will be issued for either of the following:

- Quarterly GPA falls below 80
- A failure in a subject

CONDUCT

The **DANAHER LYNCH FAMILY FOUNDATION** values the personal and social development of each member, encouraging respect for self and others. The DLFF Conduct Policy was written in alignment with the CEC Code of Conduct and is meant as a guide for handling issues related to the behavior of a DLFF Scholar. It is the intent of the foundation to support Conwell -Egan Catholic in handling conduct infractions and provide any additional support needed for our DLFF scholars. Therefore, our policy will reflect the guidelines of the CEC Code of Conduct. If a DLFF Scholar experiences any difficulty in adhering to the CEC code of conduct, a DLFF Support Referral will be issued. The DLFF Support Mentor will meet with the scholar to create an action plan to ensure future success.

The Danaher Lynch Family Foundation reserves the right to decide a course of action for conduct infractions on an individual basis.

DANAHER LYNCH FAMILY FOUNDATION STAFF

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DLFF SCHOLARSHIP LEADERSHIP TEAM

- Kathy Shegda
- Susan Lynch DiLisio
- Pam Lynch
- Jahmai Person
- Kristin Addis