

# Summit To Success, Inc.

*With opportunity comes obligation. Together, we climb. One child, one community, one nation at a time.*

## Scholarship Program SOP

**Document Type:** Program SOP

**Applies To:** Summit To Success Leadership, Scholarship Review Committee, and Partner Schools

**Used For:** Running the full Summit To Success scholarship program from nomination through award administration

**Updated:** January 15, 2026

**Version:** 2.0

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## Purpose

This SOP explains the full Summit To Success scholarship program process.

This program is designed to be:

- fair
  - consistent
  - respectful
  - documented and accountable
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## Core Principles

Summit To Success follows these principles:

- Scholarship decisions are based on evaluation and documentation
- Nomination does not guarantee selection

- Summit does not make scholarship decisions during visits
  - Summit does not reward confidence, charisma, or English skill
  - Summit uses a verification-based interview approach
  - Summit keeps records to support accountability
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## **Program Overview**

The scholarship program includes these stages:

1. School nomination
  2. On-site student letter and interview
  3. Candidate profile creation
  4. Committee scoring
  5. Leadership review and final selection
  6. Scholarship administration through the school
  7. Documentation and recordkeeping
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## **Stage 1 — School Nomination**

Partner schools submit nominees following the Scholarship Nomination Instructions (Version 2.0).

Schools provide:

- marksheets / school records
  - basic student information
  - short school input (factual)
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## **Stage 2 — On-Site Letter (Student)**

Summit may ask each nominee to write a personal letter on-site.

Rules:

- student writes independently
  - writing quality and vocabulary are not rewarded
  - the letter is used to support Trajectory and Potential only
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## **Stage 3 — On-Site Verification Interview (Student)**

Summit conducts interviews using the Verification Interview Guide (Version 2.0).

Rules:

- interviews are 15–30 minutes
  - interviewers remain neutral
  - follow-up questions may be asked to verify important claims
  - interviews will be recorded whenever possible
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## **Stage 4 — Candidate Profile Creation**

Summit creates a Candidate Profile for each nominee using the Candidate Profile Template (Version 2.0).

Rules:

- profiles must be factual and consistent
- no opinions or guesses
- verification summary is included
- letter + interview information is summarized only in Trajectory and Potential

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## **Stage 5 — Review Committee Scoring**

Each nominee is scored out of 100 points using:

- Scholarship Candidate Scoring Guide (Version 2.0)
- Scholarship Reviewer Scoring Template (Version 2.0)

The four scoring categories are:

- Academic Readiness (25)
- Financial Need and Barriers (25)
- Responsibility and Persistence (25)
- Trajectory and Potential (25)

Important rule:

- the letter and interview only affect Trajectory and Potential
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## **Stage 6 — Leadership Review and Final Selection**

Summit To Success leadership makes final decisions based on:

- total scores
- credibility and consistency
- fairness across the nominee group

Tie-breakers may prioritize:

1. higher verified financial need
2. stronger responsibility and persistence
3. stronger upward trajectory

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## **Stage 7 — Scholarship Administration (Schools)**

Partner schools administer scholarships using the Scholarship Administration SOP (Schools) (Version 2.0).

Schools must provide:

- proof of payment or fee application
- confirmation of student enrollment
- short school confirmation note

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## **Recordkeeping (Required)**

Summit maintains program documentation including:

- nominations received
- candidate profiles
- scoring templates
- letters and marksheets
- interview recordings (if available)
- proof of scholarship administration documentation

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## **Communication Rules**

Summit does not promise scholarships during evaluation visits.

Nomination does not guarantee selection.

Summit communicates scholarship decisions after final review is complete.

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