

GUIDELINES
For the
The Mark Nebel Memorial
Scholarship Award

Administered and presented through
Congregation Adat Reyim
6500 Westbury Oaks Ct, Springfield, Virginia 22152-2520

I- Background Information: The *Mark Nebel Memorial Scholarship (MNMS)* was established in the Fall of 2006 to honor the memory of Mark Nebel, son of Louis and Beverly Nebel and father of Erika, who was an active volunteer and member of Adat Reyim and who died from a sudden heart attack at age 47.

II- MNMS General Information:

Under the guidelines set forth in this document, it is the intention to issue, in perpetuity and as long as there is sufficient funds, an award of \$1000.00 annually to one or more graduating High School senior(s) of Congregation Adat Reyim member families deemed most worthy by an Award Selection Committee (ASC) empowered by the Board of Directors of Congregation Adat Reyim, Springfield, Virginia, to administer the award through an annual award program. If in the judgment of the ASC no candidate meets the criteria, the scholarship will not be awarded that year. The following additional general information is provided:

A. **Qualified to Receive Tax Deductible Donations:** As an exempt organization, Congregation Adat Reyim is qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the IRS code for the MNMS. The MNMS is a category available to donate directly to through the Adat Reyim donation form and website. Members and friends can make annual contributions as part of their annual donation/gift-giving to Adat Reyim.

B. **MNMS Financial Account:** The MNMS financial account is maintained by Nebel Financial Services, LLC., Securities offered through SA Stone Wealth Management Inc., Member FINRA/SIPC and registered broker/Dealer. Investment Advisory Services offered through SA Stone Investment Advisors Inc., under the advisement of Mr. Andrew D. Wade, CFP®, 6926-F Little River Tnpk. Annandale, VA 22003. The account follows a flexible, value-oriented investment philosophy seeking income and long-term capital appreciation potential by investing in dividend-paying stocks, convertible securities and bonds. This is used to underwrite the annual award.

1. **Formula to determine awards per year:** It is the intention of the MNMS Committee to award the MNMS in \$1000.00 increments.

Fund amount on March 1 of the award year	Scholarships awarded
Less than \$1,000	0
\$1,001 - \$10,000	1
\$10,001 - \$20,000	2
\$20,001 - \$30,000	3
\$30,001 - 40,000	4
Greater than \$40,000	5

2. **MNMS Administrative Expenses:** Currently no administrative expenses are incurred for the awarding of the MNMS.

III- The MNMS Annual Scholarship Award: The MNMS provides an annual monetary award of \$1000.00 per award, for issue to the Award Selection Committee (ASC) to allow for the presentation of the MNMS each June to a senior high school graduate deemed meritorious by the ASC as meeting the criteria established for the award noted in Section IV of this document.

A. Congregation Adat Reyim Award Selection Committee: The ASC should be comprised of a chairperson and a minimum of three (3) other members. Each ASC member is an equal voting member of the ASC and will not seek to sway or influence the fair selection process. There are no term limits, but a mechanism would be developed to allow for ASC members to leave the ASC and for others to join. This also holds true for the services of the ASC chairperson.

B. Objectivity: Because the award is only offered to Adat Reyim family members, there is a concern of fairness in the selection process. To alleviate this concern, the ASC will be blind to the applicant and reference information. The office staff member(s) appointed with the responsibility of receiving the applications, reference documents, and questions from the applicants will black out or remove any information that might hint to the applicant's identity. If an ACS member feels that they are able to identify an applicant and it might influence their decision, they should recuse themselves from the selection process.

C. MNMS/Award Selection Committee Approximate Annual Planning Calendar: For planning purposes the following information is provided concerning the annual MNMS-ASC planning cycle. The information is general in nature and can be adjusted as necessary so long as the annual award is presented from about June 1 – July 1 of each year:

1. Early March: Plan for annual award competition. The ASC, via e-mail or in session meets to discuss the award plans for the current cycle and develop specific calendar of events to execute the annual award program. Meeting will also allow for discussion of any particular aspects of running the award program for the current year to:
 - a. Advertise the award competition (Include Office, Publicity, Web Master, Religious School Director, and Rabbi).
 - b. Coordinate with the office to determine point of contact for packet delivery
 - c. Develop final date for packets to be turned-in
 - d. Offer award criteria packet
 - e. Dates for review of nominations – Week of May 22
 - f. Date to finalize selection of candidate(s) – Week of May 22
 - g. Date to notify selectee(s) and parents – Soon after selection
 - h. Date/location of presentation of award(s) – Work with Rabbi and award recipients and their families
 - i. Media outreach for event coverage – After above date is determined
 - j. Develop plan for the ceremony as to time, location and select a presenter.
2. Mid-Late March: Issue press release or other information to publicize the annual scholarship award. Develop nomination packets along with an information sheet about the award; application process and last date applications can be received. Provide location where applications can be picked-up. Select an Adat Reyim employee to act as intermediary to relay questions to the ASC members if interested teens/parents have questions about the award.

3. May 19: Application deadline passes. No more applications may be taken. However, should extenuating circumstances develop; the ASC may decide to keep the application process open for another week to 10 days. This could occur if only a few applications are turned-in and the ASC wants to try to attract a few more applicants.
4. About 1-2 weeks after application deadline: Selection Board meets to review applications and begins selection process. A majority vote is necessary for a recipient to be selected. In the event of a tie vote, a mechanism to select a recipient will be developed. The ASC may want to seek the guidance and wisdom of an agreed-upon third party to settle the tie. Of course, to preclude a tie, the ASC may seek to have an odd number of people on the ASC.
5. Late Spring/Summer: Plan for presentation ceremony for the award and:
 - a. Notify the recipient(s) and his/her parents.
 - b. Develop press release and notify the media to attend the presentation ceremony. Invite congregation to attend ceremony.
 - c. Prepare suitable mounting for the certificate for presentation.

D. Transaction of the cash portion of the award: At the ceremony the recipient(s) will be presented with the certificate attesting to their being selected for the award for that year. The cash portion of the award is not presented directly to the awardees. Rather, on each application there is a place for the applicant to list the post-high school they will be attending in the fall. The recipient will follow the procedures shown below to, in fact, have the monetary portion of the award sent to the registrar's office at the school they will be attending, and be credited with the amount of the award:

1. Once the student begins school, he or she will visit the Registrar's Office and request the registrar send a letter to the ASC chairperson attesting to the fact that the person who won the award is duly registered and attending classes at that institution.
2. Upon receipt of the letter notifying the ASC chairperson of the above, the chairperson will then notify the MNMS administrator specified in section II c, who will then provide a check to the chairperson to be deposited into a Congregation Adat Reyim account. The chairperson will then prepare a letter on congregation letterhead to the registrar and enclose the check from the congregation.

Notation regarding process of issuing a direct cash award: The reason why there is a protocol regarding payment of the cash award directly to the educational institution is due to the fact that there have been instances in many scholarship awards throughout the U.S. where the monetary award was presented directly to the recipient who never attended the school or any school and the money was used for other things rather than the intended purpose of the award. The method noted above is a recognized approach to handling the transmittal of the cash portion of a scholarship award.

IV - Purpose, Focus and Criteria of the Annual MNMS Scholarship Award: The primary focus of the MNMS annual scholarship award is to recognize graduating Congregation Adat Reyim senior high school student(s) each June who through their deeds and actions, in their young lives to date, have distinguished themselves in their community as someone who has gone above and beyond to make their community a better place through volunteer service. While achieving academic success is notable it is not the focus of the award.

A. The award is to a student going on to a post-high school education regardless of being academic or vocational.

B. To honor Mark Nebel's volunteer spirit and kindness, this scholarship award has *not* been developed to focus on academic achievement as the primary consideration, but that the "heart" of the award is to recognize candidates that have focused on bettering their communities through their actions. In other words, this award focuses on the character of the person and how they have spent their high school years giving back to their community and helping others.

C. Eligible candidates are graduating senior high school students who are members of Congregation Adat Reyim. In this regard the annual award will be presented to a teen who is a member of the Adat Reyim Congregation. If no Adat Reyim high school seniors come forward and apply, then no award(s) will be given and the award(s) will be postponed until the following year.

D. The ASC will judge the applications based on the following:

- Quantity of service to the community - the number of hours, days, etc.
- Quality of service to the community – value of the service to the community, organization, and/or individual or it could be the effort expended by the applicant
- Motivation of the applicant to pursue goals
- Letter(s) of recommendation – No less than 1 – No more than 3
- Need for the scholarship

**CONGREGATION ADAT REYIM
MARK NEBEL SCHOLARSHIP APPLICATION**

Please complete all sections of the application. **The deadline for submission is May 19, 2023.**

SECTION 1 – PERSONAL INFORMATION

Name:	Date of Birth:
Address:	
Mobile Phone:	Home Phone:
Email address:	

SECTION 2 – ACADEMIC INFORMATION

Name of High School:
Name of Post-Secondary School You Will Be Attending:
Address of Post-Secondary School You Will Be Attending:
Phone Number of Post-Secondary School:

SECTION 3 – ESSAY

ESSAY SHOULD BE LIMITED TO ONE PAGE.

1. Explain the volunteer service activities you have accomplished during your lifetime? Share the reasons why you chose these volunteer activities and what motivated you to choose them. Also explain how the community benefited from these activities. How will receiving this scholarship benefit you in your future plans?

SECTION 4 - SUBMITTING YOUR APPLICATION

Please submit the following to be considered for the Mark Nebel scholarship:

1. Completed application form and essay
2. Signed Letter(s) of recommendation (At least one – No more than 3)

This application is due on May 19, 2023.

Return application and letter(s) of recommendation to:

Congregation Adat Reyim

Attn: Mark Nebel Scholarship

6500 Westbury Oaks Court

Springfield, VA 22152

Or

E-mail: execdirector@adatreyim.org

Please direct any questions to Sara Astrow

Contact information:

Office Phone: 703-569-7577

E-Mail: execdirector@adatreyim.org