



SCHOLAR'S HANDBOOK

CYCLE V

POLICIES AND GUIDELINES OF THE
LEADERSHIP & EDUCATIONAL ASSISTANCE PROGRAM OF
THE PRESENTATION OF OUR LORD PARISH (LEAP-POLP)



TABLE OF CONTENTS

I. POLICY STATEMENT	<u>1</u>
II. OUR GOAL	<u>1</u>
III. LEAP FORMATION	<u>1</u>
IV. YOUTH FORMATION MODULES	<u>2</u>
▪ ORIENTATION AND INTRODUCTION	<u>2</u>
▪ SELF-DISCOVERY AND PERSONAL DEVELOPMENT	<u>2</u>
▪ GOAL SETTING AND TIME MANAGEMENT	<u>2</u>
▪ MOTIVATION AND RESILIENCE	<u>3</u>
▪ LEADERSHIP AND COMMUNITY INVOLVEMENT	<u>3</u>
▪ CAREER DEVELOPMENT AND PROFESSIONAL SKILLS	<u>3</u>
▪ EMOTIONAL INTELLIGENCE AND RELATIONSHIPS	<u>3</u>
▪ SPECIAL TOPICS AND ADVANCED SKILLS	<u>3</u>
▪ IMMERSION AND PRACTICAL EXPERIENCE	<u>4</u>
▪ SPIRITUAL GROWTH AND REFLECTION	<u>4</u>
▪ EVALUATION AND CULMINATING ACTIVITIES	<u>4</u>
V. ORGANIZATIONAL STRUCTURE	<u>5</u>
VI. INTRODUCTION AND WELCOME MESSAGE	<u>6</u>
VII. SCHOLAR TESTIMONIALS	<u>8</u>
VIII. ROLES & RESPONSIBILITIES	<u>10</u>
▪ ADMINISTRATIVE COMMITTEE	<u>10</u>
▪ FINANCE COMMITTEE	<u>10</u>
▪ RECRUITMENT AND ADMISSIONS COMMITTEE	<u>11</u>
▪ FORMATION COMMITTEE	<u>11</u>
▪ MONITORING AND EVALUATION COMMITTEE	<u>12</u>
▪ MARKETING AND COMMUNICATIONS COMMITTEE	<u>12</u>
▪ MENTORS	<u>13</u>
IX. ABOUT THE SCHOLARSHIP	<u>15</u>
▪ CRITERIA FOR ELIGIBILITY	<u>15</u>
▪ REQUIREMENTS FOR APPLICATION	<u>15</u>
▪ PROCEDURE FOR APPLICATION	<u>16</u>
▪ OVERVIEW OF THE SELECTION PROCESS	<u>16</u>
▪ FINAL SELECTION OF SCHOLARS	<u>16</u>
▪ REQUIREMENTS FOR THE SIGNING OF THE SCHOLARSHIP AGREEMENT	<u>17</u>
X. SCHOLARSHIP POLICIES	<u>18</u>
▪ DURATION OF SCHOLARSHIP	<u>18</u>
▪ ENJOYMENT OF ANY OTHER SCHOLARSHIP OR AWARD	<u>18</u>
▪ SCHOLARSHIP BENEFITS & PRIVILEGES	<u>18</u>
▪ SCHOLARSHIP OBLIGATIONS	<u>19</u>
▪ LEAVE OF ABSENCE	<u>20</u>
▪ SHIFTING OF PROGRAM/TRANSFER OF SCHOOL	<u>20</u>

▪ PHYSICAL STATUS AND MORAL CHARACTER	<u>20</u>
▪ TERMINATION OF SCHOLARSHIP	<u>21</u>
• TERMINATION PROCESS	<u>21</u>
• VOLUNTARY WITHDRAWAL	<u>22</u>
▪ SERVICE IN LEAP-POLP	<u>22</u>
• MENTORSHIP	<u>22</u>
• ADMINISTRATIVE SUPPORT	<u>22</u>
• MARKETING AND COMMUNICATIONS	<u>23</u>
• EVENT PLANNING	<u>23</u>
• FUNDRAISING	<u>23</u>
• COMMUNITY SERVICE PROJECTS	<u>23</u>
▪ OBLIGATIONS OF PARENTS / GUARDIANS	<u>24</u>
XI. GENERAL REGULATIONS	<u>25</u>
▪ DISCRIMINATION	<u>25</u>
▪ PHYSICAL VIOLENCE	<u>26</u>
▪ HONESTY	<u>26</u>
▪ SEXUAL MISCONDUCT	<u>26</u>
• CRIMINAL OFFENSES UNDER PHILIPPINE LAW	<u>26</u>
• SEXUAL HARASSMENT	<u>27</u>
• GENDER-BASED HARASSMENT	<u>29</u>
▪ DRUGS AND ALCOHOL	<u>29</u>
▪ FIREARMS, EXPLOSIVES, COMBUSTIBLE FUELS, FIRECRACKERS, AND DANGEROUS WEAPONS	<u>30</u>
▪ HAZING	<u>30</u>
▪ PRIVACY POLICY	<u>31</u>
• DATA PRIVACY COMPLIANCE	<u>31</u>
• FORMATION SESSION RECORDINGS	<u>32</u>
• PUBLISHING OR DISTRIBUTION OF FORMATION MATERIALS	<u>32</u>
• PARTNERSHIP WITH OTHER ORGANIZATIONS	<u>33</u>
XII. GRIEVANCE PROCEDURE	<u>34</u>
▪ PRELIMINARY STEP	<u>34</u>
• STEP 1: INITIAL SUBMISSION	<u>34</u>
• STEP 2: APPEAL TO ADMINISTRATIVE COMMITTEE	<u>34</u>
• STEP 3: FINAL APPEAL TO THE PARISH PRIEST	<u>35</u>
XIII. UPDATES AND REVISIONS	<u>36</u>
▪ PURPOSE OF UPDATES AND REVISIONS	<u>36</u>
▪ UPDATE SCHEDULE	<u>36</u>
▪ VERSION CONTROL	<u>36</u>
▪ REVISION HISTORY	<u>36</u>
▪ NOTIFICATION OF CHANGES	<u>36</u>
▪ FEEDBACK AND SUGGESTIONS	<u>37</u>
▪ CONTACT INFORMATION	<u>37</u>
ANNEX: SCHOLARSHIP AGREEMENT	<u>38</u>

I. POLICY STATEMENT

The Presentation of Our Lord Parish is committed to nurturing upright and responsible Christians by facilitating access to quality education. Through the scholarship program, the parish aims to support poor and deserving students, helping them achieve their academic goals and develop into compassionate and ethical leaders within their communities.

II. OUR GOAL

The LEAP-POLP is dedicated to supporting deserving students from less fortunate families by providing a monthly allowance to ease their financial burden. In addition to assisting with educational expenses, the program aims to foster holistic development rooted in Christian values. Through monthly formation sessions, the program guides scholars to become upright, responsible, and exemplary young leaders and citizens.

III. LEAP FORMATION

LEAP-POLP provides monthly assistance for 10 months to deserving students seeking financial help. However, the LEAP scholarship does not end with financial assistance. The program is complemented with youth formation modules which aim to develop proactive Christian Filipino scholars. The core team of community volunteers, committed young professionals, designs an annual formation curriculum for the scholars. The program aspires to focus on learner-centered and youth-oriented initiatives which holistically prepare scholars for university life, careers, and life ahead.



IV. YOUTH FORMATION MODULES

The LEAP-POLP scholarship program includes a series of youth formation modules designed to foster holistic development, personal growth, and leadership skills. These modules support the scholars' cognitive, socio-emotional, moral, spiritual, and leadership development. At the end of the formation cycle, the program aims to ignite a flame in the scholars to be proactive youth as they take on their roles at home, in school, as Catholics, and as the future of the nation. Below is a general overview of the key modules and activities that scholars can expect throughout the program, presented in a logical order.

A. ORIENTATION AND INTRODUCTION

Objectives: Acquaint scholars with the core values of the program: Leadership, Education, and Faith. Set expectations and commitments for the program.

Activities: Program introduction, getting to know each other, discussion on core values, rules, and formation mechanics.

B. SELF-DISCOVERY AND PERSONAL DEVELOPMENT

Objectives: Explore aspects of personal identity and create a healthy sense of self. Develop emotional intelligence and self-awareness.

Activities: Personality assessments (e.g., MBTI), discussions on core values, self-reflection exercises.

C. GOAL SETTING AND TIME MANAGEMENT

Objectives: Define SMART goals and understand the importance of time management. Plan and achieve short-term and long-term goals.

Activities: Vision board creation, time management strategies, goal-setting exercises.

D. MOTIVATION AND RESILIENCE

Objectives: Build awareness of the significance of grit and resilience. Develop a mindset to handle challenges and setbacks.

Activities: Discussions on grit and resilience, Grit Scale assessment, reflection exercises.

E. LEADERSHIP AND COMMUNITY

INVOLVEMENT

Objectives: Understand servant leadership and its application in community settings. Cultivate a sense of altruism and community service.

Activities: Discussions on servant leadership, community involvement projects, volunteerism activities.

F. CAREER DEVELOPMENT AND PROFESSIONAL SKILLS

Objectives: Prepare scholars for entering the workforce with essential skills such as resume writing, interview techniques, and career pathing.

Activities: Webinars and workshops on resume writing, interview skills, career exploration, and professional development.

G. EMOTIONAL INTELLIGENCE AND RELATIONSHIPS

Objectives: Explore different types of love, self-love, and emotional intelligence. Build healthy relationships and understand the importance of self-care.

Activities: Discussions on love languages, self-love exercises, emotional intelligence assessments.

H. SPECIAL TOPICS AND ADVANCED SKILLS

Objectives: Cover advanced topics relevant to the scholars' personal and professional growth. Provide tools and strategies for continuous self-improvement.

Activities: Sessions on advanced topics such as gratitude, altruism, civic awareness, and responsible citizenship.

I. IMMERSION AND PRACTICAL EXPERIENCE

Objectives: Engage with partner organizations and participate in community service. Apply learned skills in real-world settings.

Activities: Visits to organizations, interaction with different populations, logging experiences in journals.

J. SPIRITUAL GROWTH AND REFLECTION

Objectives: Deepen personal spirituality and relationship with Jesus. Reflect on personal growth and spiritual development.

Activities: Spirituality sessions, creating vision boards, reflection and synthesis of learnings.

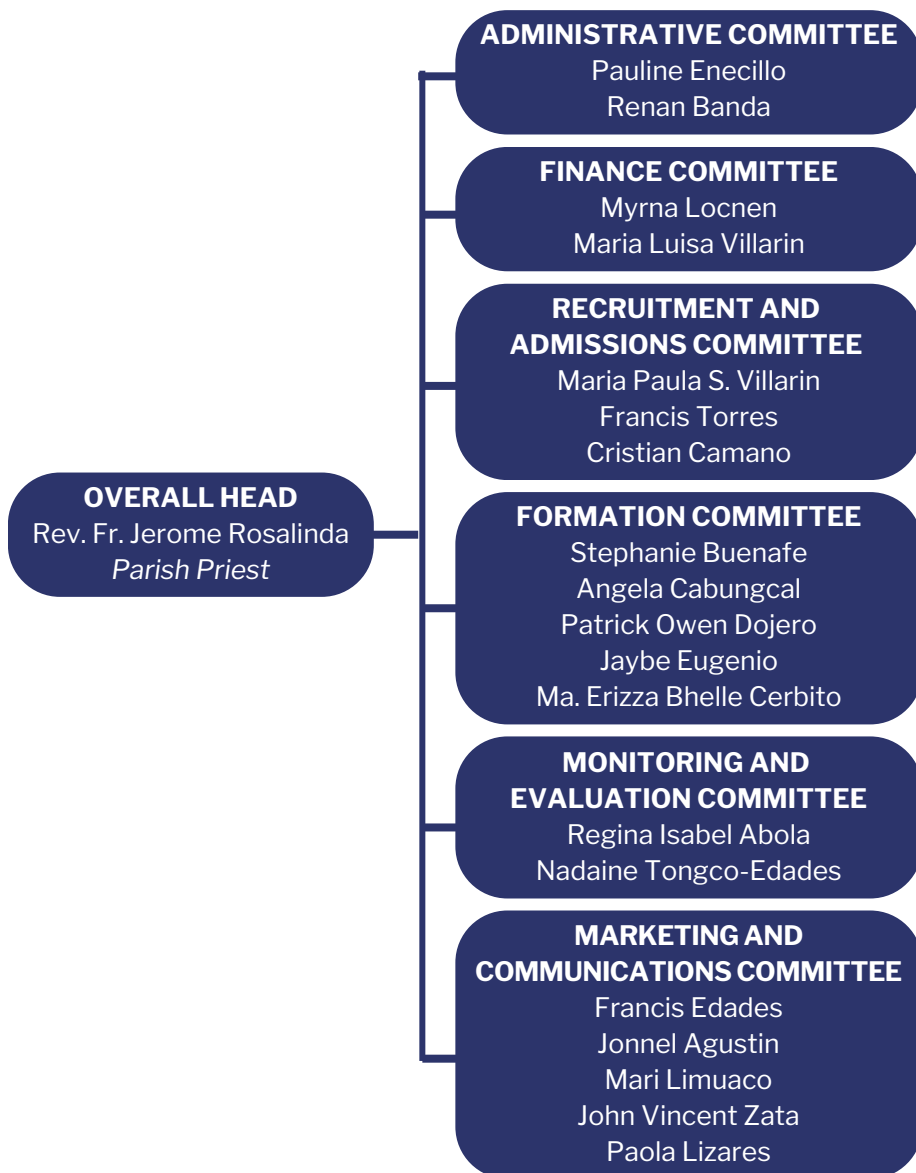
K. EVALUATION AND CULMINATING ACTIVITIES

Objectives: Evaluate the scholars' progress and summarize their learning experiences. Celebrate achievements and set future goals.

Activities: Baseline and post-cycle evaluations, culminating projects, reflection sessions.

These modules represent the core curriculum of the LEAP-POLP scholarship program. However, according to the needs of the church and the community, additional modules may be designed and implemented to address specific issues or opportunities for further development. By participating in these modules, scholars will develop essential skills and values that will help them succeed academically and personally. Each module is designed to be interactive and reflective, ensuring that scholars not only learn but also apply these lessons in their daily lives.

V. ORGANIZATIONAL STRUCTURE



VI. INTRODUCTION AND WELCOME MESSAGE

Welcome to the LEAP-POLP Scholarship Program. The program is delighted to have you as part of our community. The LEAP-POLP Scholarship Program is committed to cultivating upright and responsible Christians while facilitating quality education for deserving students. This handbook will guide you through the policies, procedures, and expectations of our program. The program looks forward to supporting your academic and personal growth.

WELCOME MESSAGE FROM FR. JEROME U. ROSALINDA, J.C.D.



The publication of the handbook of the Leadership and Educational Assistance Program (LEAP) marks a crucial step toward creating a more sustainable and stable program. A few years ago, LEAP was established out of the Educational Assistance Program (EAP), which started during the time of the late Fr. Gerry Tapiador as Parish Priest of St. Peter. Being a worthy cause for the development of the youth through support for their schooling, the program caught fire in nearby parishes, including ours. However, the rebranding that was made four years ago allowed us to enhance the program with a crucial emphasis on developing the youth into future leaders of our community. Through the past four cycles of modules and training, we have made significant progress and are confident that we are in the right direction. God willing, we will witness this come to fruition in the lives of persevering and determined students who wish to make a difference in their lives and society as well.

I am proud to have been part of this initiative and the creative minds of the mentors who have advanced LEAP to the degree of success that it has achieved so far. We, all hands together, are working to serve our young people to achieve their dreams and better equip them to give back.

To all the generous donors who have assisted us financially and resource persons who have shared their expertise, we offer our deepest gratitude, praying to the good Lord to reward you with the same abundance of your gifts. As St. Paul said, ‘I thank the Lord when I remember you in my prayer’ (Phil. 1: 3). I also express my gratitude to you young people for making a gift of yourselves to our Church community.

May God bless you in many beautiful ways!

With the paternal blessings,

Fr. Jerome U. Rosalinda
Parish Priest—POLP

VII. SCHOLAR TESTIMONIALS

Hear from our current and past scholars about their experiences with the LEAP-POLP Scholarship Program:



JAN RENZ ANTHONY CLARO

CYCLES ENROLLED: 1,2,3, AND 4

YEAR GRADUATED: 2024

SCHOOL GRADUATED: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

The LEAP-POLP scholarship program has been instrumental in helping me navigate the challenges of college and adult life, not only by providing financial support but also by offering invaluable guidance through our monthly formation sessions. These sessions serve as a refresher for me from the demands of college life, imparting lessons that have significantly contributed to my personal, career and spiritual growth. The encouragement and formations have been key factors in the academic success I've achieved, enabling me to reach milestones that once seemed out of reach. My deep and lasting gratitude for the LEAP-POLP scholarship program inspires me to help others in the future and serve those in need, as a way of giving back for the support I received during my own time of need.



MARELLE ANNE DAVID DOMINGO

CYCLES ENROLLED: 2 AND 3

YEAR GRADUATED: 2023

SCHOOL GRADUATED: UNIVERSITY OF SANTO TOMAS

Malaki po ang naging tulong ng scholarship program na ito para sa dalawang taon na pag-aaral ko, nagsimula sa pag-ipon ng lahat ng nakukuha para makadagdag sa pambayad ng matrikula hanggang sa nagiging pambao o pandagdag pa sa ibang bayarin. Ngunit hindi lang ito tungkol sa pinansyal, napalago rin nito ang aking kaalaman sa mga bagay na pwede ko pang magawa bilang kabataan.

Pinalawak nito ang mundo ko bilang indibidwal, marami akong nakilala at mga tumulong din sa akin para mas makatulong at makaunawa ng ibang pananaw. Naniniwala ako na ang mga natutuhan ko sa programa ay nadadala ko pagkahanggang ngayon sa propesyon kong pagtuturo. Kaya mula sa kaalamang binigay niyo ay naibabahagi ko rin ito sa mga mag-aaral na nakakasalamuha ko.



SHIELIEL TABOR CUSTODIO

CYCLES ENROLLED: 2,3 AND 4

YEAR GRADUATED: 2024

SCHOOL GRADUATED: NATIONAL COLLEGE OF BUSINESS AND
ARTS-FAIRVIEW

LEAP-POLP has helped me a lot with my academic journey as a working/full time student. I learned a lot during my three years as a LEAP-POLP scholar. I am really not used to participating in any activities, whether at school or outside. But LEAP-POLP taught me to boost my confidence in speaking and explaining my thoughts in front of my fellow scholars. LEAP-POLP also taught me to be aware of what is happening around me because this is one of the important aspects we need to fulfill our role in our community. As I've entered my working life, I will always take with me the lessons I learned from being a LEAP Scholar for three years. Because of LEAP I was encouraged to join Fatima as a Lector and until now I still serve in our church. Another of LEAP's lessons for me is to think before you click because having the right knowledge produces the right decision. Don't immediately believe fake news and always have a fact check. Get in the habit of listening to whatever the mentor says, especially the instruction before taking action. Listening and understanding are the most important aspects that I bring to my work. Since I am a fresh graduate, and currently working, I can say that I am executing this to my new workplace.

I also want to thank my LEAP Family for this opportunity. This helps me a lot, especially my college transportation, allowance and other stuff we need at school. I am forever grateful for all of you who made every cycle possible.



VIII. ROLES AND RESPONSIBILITIES

A. ADMINISTRATIVE COMMITTEE

It shall be the responsibility of the Administrative Committee to:

- **Program Oversight:** Oversee the overall administration and implementation of the scholarship program.
- **Policy Compliance:** Ensure adherence to policies and regulations set by the organization.
- **Fund Management:** Oversee the management of scholarship funds, including disbursements and asset management.
- **Record Keeping:** Maintain accurate and thorough financial records and documentation.
- **Inter-Committee Communication:** Facilitate communication and collaboration between different committees.
- **Issue Resolution:** Address any administrative issues or concerns raised by scholars or committee members.
- **Reporting:** Prepare and present regular status reports on the program to the Parish Priest and other stakeholders.

B. FINANCE COMMITTEE

It shall be the responsibility of the Finance Committee to:

- **Annual Budget Development:** Develop and propose an annual budget for the scholarship program.
- **Financial Performance Monitoring:** Monitor financial performance and ensure that activities remain within the approved budget.
- **Financial Reporting:** Prepare and present regular financial reports, providing explanations for any variances.
- **Regulatory Compliance:** Ensure compliance with legal and regulatory requirements and coordinate annual audits.
- **Policy Development:** Develop, review, and update financial policies and procedures, and train staff on these policies.
- **Fundraising Collaboration:** Collaborate on fundraising strategies, identify potential funding sources, and prepare proposals.
- **Effective Communication:** Communicate effectively with other committees and stakeholders to address and resolve financial issues.

C. RECRUITMENT AND ADMISSIONS COMMITTEE

It shall be the responsibility of the Recruitment Committee to:

- **Candidate Attraction:** Develop and implement strategies to attract eligible candidates for the scholarship.
- **Program Promotion:** Organize and conduct informational sessions to promote the scholarship program.
- **Application Review:** Review and evaluate applications based on established eligibility criteria.
- **Record Keeping:** Maintain accurate records of all applications and recruitment activities.
- **Applicant Feedback:** Provide feedback to applicants regarding their application status.
- **Screening and Selection:** Thoroughly screen and select candidates to ensure the best fit for the scholarship program.
- **Mentor and Beadle Training:** Train mentors and beadles to support the scholarship program.

D. FORMATION COMMITTEE

It shall be the responsibility of the Formation Committee to:

- **Training Needs Analysis:** Conduct a training needs analysis for the scholars to identify the current areas to be developed.
- **Curriculum Design:** Design a psycho-spiritual and leadership formation curriculum.
- **Module Implementation:** Implement the modules during monthly formation sessions.
- **Module Calibration:** Calibrate modules based on post-formation and post-program evaluations.
- **Training Material Documentation:** Collate training materials used and submitted for documentation.
- **Future Mentor Identification:** Identify key scholars who can be trained to be future mentors of the organization.
- **Presentation Preparation:** Prepare presentations and materials for each monthly formation.
- **Speaker Coordination:** Coordinate with speakers and organizations who will be resource speakers for the formation.

- **Evaluation Synergy:** Work in synergy with the Monitoring and Evaluation (M&E) committee during post-formation and post-program evaluations.
- **Material Maintenance:** Manage and organize training materials kept in the LEAP-POLP storage, both online and physical.
- **Scholar Training:** Train scholars who can be future mentors through exposure to different activities and tasks.

E. MONITORING AND EVALUATION COMMITTEE

It shall be the responsibility of the Monitoring and Evaluation Committee to:

- **Framework Development:** Develop and implement a monitoring and evaluation framework to assess the program's impact and effectiveness.
- **Regular Program Evaluations:** Conduct regular evaluations of the scholarship program to identify strengths, weaknesses, and areas for improvement.
- **Data Collection and Analysis:** Collect and analyze data on scholars' academic performance, participation in formation sessions, and overall progress.
- **Policy Adherence:** Ensure scholars adhere to the program's policies and guidelines.
- **Reporting:** Prepare and present evaluation reports to stakeholders, providing clear insights into the program's performance.
- **Issue Resolution:** Address any issues or challenges faced by scholars and provide recommendations for resolution.

F. MARKETING AND COMMUNICATIONS COMMITTEE

It shall be the responsibility of the Marketing and Communications Committee to:

- **Marketing Strategy Development:** Develop and implement marketing strategies to promote the scholarship program and highlight its achievements.
- **Promotional Material Creation:** Create and distribute promotional materials, including brochures, flyers, posters, and social media content.

- **Online Presence Management:** Manage the program's online presence, including the website and social media accounts, ensuring consistent and engaging communication.
- **Recruitment Support:** Coordinate with the Recruitment Committee to support their efforts and attract eligible candidates.
- **Stakeholder Communication:** Communicate regularly with scholars and other stakeholders, providing updates on program developments and events.
- **Event Management:** Organize and manage events such as orientations, recognition ceremonies, and community service activities to foster community engagement and celebrate scholar achievements.

G. MENTORS

It shall be the responsibility of all mentors to:

- **Scholar Monitoring:** Focus on a group of scholars for the cycle, and monitor their attendance and performance as the cycle progresses.
- **Mentorship Interaction:** Engage with mentees both individually and as a group, either during, after, or outside of the monthly formations.
- **Beadle Selection:** Facilitate the selection of a beadle among the mentees if none volunteer for the role.
- **Communication Group Setup:** Instruct the beadle to create a chat group for communication between the mentor and mentees, ensuring the dissemination of formation schedules and attendance monitoring.
- **Module Management:** Develop and lead assigned modules using the Module Checklist as a guide.
- **Attendance Follow-Up:** Collaborate with the beadle to remind mentees, especially those unresponsive in the group chat, about their attendance.
- **Absence Management:** Remind absent mentees to submit an excuse letter for their absence.
- **Journal Distribution:** Distribute and collect the journals used for monthly formations, ensuring that all mentees are equipped for the sessions.
- **Journal Feedback:** Provide written notes or comments on the reflections in the mentees' journals.

- **Allowance Distribution:** Distribute allowances to mentees after each formation and ensure they sign the envelope as proof of receipt.
- **Post-Formation Evaluation:** Remind mentees to complete the post-formation evaluation survey/questionnaire provided via QR code.
- **Document Compliance:** Assist the Administrative Committee by ensuring that mentees submit their documentary requirements and follow up as necessary.
- **Committee Support:** Support the different program committees as needed.



IX. ABOUT THE SCHOLARSHIP

A. CRITERIA FOR ELIGIBILITY

- **Academic Standing:** Candidates should demonstrate satisfactory academic performance with a minimum grade point average of 85% or its equivalent.
- **Economic Need:** The team will conduct community investigations to determine the economic need of the candidates.
- **Leadership and Community Involvement:** Candidates must demonstrate active participation in leadership roles or community service activities.
- **Religious Participation:** Candidates should actively participate in church activities and have received the sacraments of Baptism and Confirmation.

B. REQUIREMENTS FOR APPLICATION

Applicants must submit the following documents in PDF or JPEG format:

- **Recent Photo** (2x2 with white background; taken within the last 6 months)
- **Proof of Enrollment** for the upcoming school year (e.g. School Registration Form)
- **Proof of Grades** from the last semester attended
- **Proof of Residence** (e.g. Voter's Registration or any government ID). If the applicant has no government ID, they must submit the ID of a parent/guardian.
- **Sacraments Received** (Baptismal and/or Confirmation Certificates if available)
- **Completed Application Form** (available at the LEAP-POLP Facebook page with URL: <https://www.facebook.com/polpleap>)

C. PROCEDURE FOR APPLICATION

Applicants shall follow these steps:

1. **Prepare Documents:** Gather all required documents and save them in PDF or JPEG format using the naming convention: SURNAME_DOCUMENT.
2. **Complete Online Application:** Access the application form online [available at the LEAP-POLP Facebook page with URL: <https://www.facebook.com/polpleap>], fill it out, and upload the prepared documents.
3. **Seek Assistance if Needed:** If without internet access, visit the parish office for help with the application.

D. OVERVIEW OF THE SELECTION PROCESS

1. **Initial Screening:** The Recruitment and Admissions Committee will review applications based on the provided criteria.
2. **Final Evaluation:** The Committee will evaluate the applications to determine the final list of scholars.
3. **Approval:** The Parish Priest will approve the final list of scholars.

E. FINAL SELECTION OF SCHOLARS

The final selection process involves:

1. **Initial Screening:** Applications are scored based on:
 - Economic Need (25%)
 - Academic Performance (25%)
 - Leadership and Community Involvement (25%)
 - Religious Participation (25%)
2. **Community Investigation:** A community investigation is conducted to further assess the economic need and suitability of shortlisted candidates.
3. **Final Evaluation:** Combined scores from the initial screening and community investigation are used to finalize the selection of scholars.
4. **Approval:** The final list of selected scholars is submitted to the Parish Priest for approval. Approved scholars will receive financial aid and be enrolled in the program.

F. REQUIREMENTS FOR THE SIGNING OF THE SCHOLARSHIP AGREEMENT

Once selected, scholars must fulfill the following requirements to sign the scholarship agreement (see ANNEX A):

- **Complete All Application Requirements:** Ensure all documents are submitted and verified.
- **Attend Orientation:** Participate in a mandatory orientation session covering scholarship terms, expectations, and available support.
- **Submit Additional Forms:** Complete and submit any additional forms required by the scholarship program within the specified timeline.
- **Agree to Terms:** Read and sign the scholarship agreement, confirming adherence to program policies.
- **Parental/Guardian Consent:** For minors, a parent or guardian must also sign the agreement.



X. SCHOLARSHIP POLICIES

A. DURATION OF SCHOLARSHIP

The LEAP-POLP Scholarship is awarded for a period of 10 months, from September to June. During this time, scholars are expected to:

- Maintain their academic performance.
- Actively participate in all scholarship activities.

At the end of the academic year, scholars who wish to continue receiving the scholarship must reapply and go through the selection process again.

B. ENJOYMENT OF ANY OTHER SCHOLARSHIP OR AWARD

The LEAP-POLP Scholarship allows recipients to hold other scholarships or awards. However, priority is given to applicants who do not receive additional financial aid, ensuring the scholarship benefits those with the greatest need.

Requirements:

- **Disclosure:** Scholars must disclose any additional scholarships or financial aid during the application process and throughout their enrollment in the program.
- **Impact on Prioritization:** Receiving other scholarships may affect prioritization but will not disqualify applicants.

C. SCHOLARSHIP BENEFITS & PRIVILEGES

Scholars of the LEAP-POLP program receive the following benefits and privileges:

- **Monthly Formation Sessions:** These sessions cover various topics essential for the holistic development of scholars, including mental, spiritual, and professional growth. Sessions may include workshops, lectures, group discussions, and other interactive activities.
- **Monthly Allowance:** Scholars receive a monthly stipend to assist with educational expenses such as books, transportation, and meals. This allowance aims to alleviate financial burdens, allowing scholars to focus more on their studies and personal development.

- **Mentorship Program:** Mentors are assigned to each scholar to help navigate academic challenges, personal development, and career planning. Scholars are encouraged to actively engage with their mentors to make the most out of this opportunity.

D. SCHOLARSHIP OBLIGATIONS

Scholars are required to meet the following obligations:

- **Formation Sessions Attendance:** Attendance at monthly formation sessions is mandatory, as these are crucial for the personal, spiritual, and professional development of scholars.
- **Absence Policy:** Scholars are allowed a maximum of two absences from formation sessions. Exceeding this limit will result in the termination of the scholarship. Valid reasons for absences must be communicated and approved by the Administration and Finance Committee. The process for notifying an absence includes:
 - Notify the mentor at least 24 hours before the session whenever possible.
 - Submit a formal letter with supporting documents to the Administration Committee within 7 days of notifying the mentor. Valid reasons include:
 - **Medical Emergencies:** Requires a medical certificate.
 - **Family Emergencies or Matters:** Documentation will be required.
 - **Academic Commitments:** Requires letters or official announcements. This cannot be a recurring activity that affects formation sessions; otherwise, termination is the only option.
 - **Unreasonable Absences**
 - For unreasonable absences, the allowance for that period will be forfeited.
- **Punctuality:** Scholars are expected to be punctual for all sessions. It is considered late when a scholar arrives after the registration period ends. Two instances of lateness will be considered equivalent to one absence.
- **Evaluations:** Complete baseline and post-cycle evaluations as required.
- **Assignments and Tasks:** Complete and submit all assigned tasks on time.

BEADLE RESPONSIBILITIES

Selected beadles shall:

- Lead the module icebreaker to develop leadership and mentoring skills.
- Assist during the modules (e.g., material distribution and cleanup).
- Send reminders to the group about upcoming sessions and activities.
- Mobilize the group, especially during field trips.

By adhering to these obligations, scholars contribute to the success of the program and their own personal and professional growth.

E. LEAVE OF ABSENCE

The LEAP-POLP Scholarship does not permit leaves of absence. If a scholar needs to take a break from their studies, their scholarship will be terminated. However, they can reapply for the scholarship in the following academic year if they meet the eligibility criteria. Reapplying scholars must submit a new application, including an explanation for their previous leave of absence.

F. SHIFTING OF PROGRAM/TRANSFER OF SCHOOL

Scholars are permitted to shift their academic program or transfer to another school, with the following conditions:

- **Maximum Duration:** The scholarship is available for a maximum of four years. If the chosen course requires five years of full-time study, an exception can be made to extend the scholarship accordingly.
- **Required Notification:** Scholars must notify their Mentor in writing about their intention to shift programs or transfer schools. This notification should include the reasons for the change and how it aligns with their academic and career goals.

G. PHYSICAL STATUS AND MORAL CHARACTER

Scholars are expected to maintain a high standard of physical well-being and moral character throughout the duration of the scholarship. This includes:

- **Physical Well-Being:** Scholars should strive to maintain good health by accessing available health and wellness resources, as this directly impacts their academic performance and participation in scholarship activities.
- **Moral Character:** Scholars must demonstrate integrity, honesty, and respect in all their actions. They should adhere to ethical and moral standards, including honesty in academic work, respect for others, and adherence to the rules and values of LEAP-POLP and the Church. Any behavior that undermines these values may result in disciplinary action or termination of the scholarship.

H. TERMINATION OF SCHOLARSHIP

The scholarship may be terminated under the following circumstances:

- **Violation of Scholarship Policies:** Breach of any scholarship policies, including excessive absences, academic dishonesty, or misconduct.
- **Academic Performance:** Failure to maintain satisfactory academic progress as defined by the scholarship criteria.
- **Behavioral Issues:** Involvement in activities detrimental to the reputation of the scholarship program or the Church, including but not limited to criminal activities, substance abuse, or misconduct.
- **Non-Compliance:** Failure to comply with the terms and conditions of the scholarship agreement.
- **Parish Priest's Discretion:** Termination based on the discretion of the Parish Priest.

1. TERMINATION PROCESS

- Administrative Committee will review the case and notify the scholar in writing of the decision.
- Scholars have the right to appeal the termination decision by submitting a written appeal to the Parish Priest within 15 days of receiving the termination notice.
- The appeal will be reviewed, and a final decision will be communicated to the scholar.

2. VOLUNTARY WITHDRAWAL

- Scholars who wish to voluntarily withdraw from the scholarship program must notify the Administrative Committee in writing.
- The notification should include the reasons for withdrawal and the effective date.
- Failure to comply with voluntary withdrawal requirements may result in ineligibility to reapply for the scholarship in the future.
- Voluntarily withdrawn scholars who comply with the requirements may reapply for the scholarship, provided they meet the eligibility criteria and submit a new application along with an explanation for their previous withdrawal.

I. SERVICE IN LEAP-POLP

While it is not mandatory, LEAP-POLP encourages scholars who have benefited from the program to consider giving back in various ways. Contributing to the community supports the development of future scholars and strengthens the program. Here are several options for former scholars to give back:

1. MENTORSHIP

- Become a mentor to new scholars by providing guidance and support.
- Receive training and support to effectively guide new scholars.
- This involvement fosters a culture of generosity and mentorship within the LEAP-POLP community.

2. ADMINISTRATIVE SUPPORT

- Assist with administrative tasks such as organizing events, managing records, or supporting day-to-day operations.
- Help ensure the smooth implementation of the scholarship program.

3. MARKETING AND COMMUNICATIONS

- Contribute to marketing efforts by creating promotional materials, managing social media accounts, or developing strategies to promote the scholarship program.
- Help in spreading awareness about the program and attracting new candidates.

4. EVENT PLANNING

- Assist in organizing and managing events such as orientations, recognition ceremonies, and community service activities
- Help in coordinating logistics and ensuring successful event execution.

5. FUNDRAISING

- Participate in fundraising activities to support the scholarship program.
- Help identify potential funding sources and assist in preparing proposals.

6. COMMUNITY SERVICE PROJECTS

- Lead or participate in community service projects that align with the values of the LEAP-POLP program.
- Encourage current scholars to engage in community service activities.

Former scholars interested in any of these roles can apply and will receive the necessary training and support to effectively contribute to the LEAP-POLP community. This involvement helps foster a culture of generosity, service, and continuous improvement within the program.

J. OBLIGATIONS OF PARENTS / GUARDIANS

Parents or guardians of LEAP-POLP scholars have the following obligations:

- **Support:** Provide moral and emotional support to their children throughout their scholarship journey, encouraging their academic and personal growth.
- **Compliance:** Ensure their children comply with the scholarship's rules and regulations, reinforcing the importance of maintaining high standards of behavior and academic performance.
- **Communication:** Maintain open lines of communication with the scholarship committees regarding their child's progress, any issues that arise, and any changes in circumstances that may affect the scholarship. Parents or guardians should attend scheduled meetings or orientation sessions organized by the LEAP-POLP program to stay informed and support their child's participation.
- **Involvement:** Actively participate in their child's educational experience by attending school events, supporting extracurricular activities, and fostering an environment that promotes learning and personal development at home. Parents or guardians should also attend modules involving parent-child relationships and mentoring sessions to better support their child's development.

By fulfilling these obligations, parents and guardians play a crucial role in ensuring the success and holistic development of LEAP-POLP scholars.

XI. GENERAL REGULATIONS

The rules and regulations affecting scholars have been established by the LEAP-POLP team of 2024. Scholars are expected to be familiar with the regulations that apply to them as covered in this Handbook. These rules serve as the guidelines forming the protection of everyone's well-being.

It is the expectation that all scholars will behave in a mature and responsible manner at all times. This expectation for mature and responsible conduct also encompasses accountability for one's own well-being, including responsible decision-making regarding physical and mental health. Because scholars are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified in this section below.

Scholars are expected to comply with all disciplinary rules from signing of the Scholarship Agreement until the last Formation Session. A Certificate of Completion will not be granted to a scholar who is not in good standing or against whom a disciplinary charge is pending with the Administrative Committee or the disciplinary board of their school.

A scholar who commits an offense against law and order or who disregards the instructions of a properly identified officer of LEAP-POLP is subject to disciplinary action and may be subject to termination of scholarship.

A. DISCRIMINATION

Discrimination based on race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability, military service, or any other legally protected basis is contrary to the principles and policies of LEAP-POLP.

Scholars who feel that they have been subjected to discrimination or harassment by any of their superiors or peers may wish first to seek a resolution of the problem with the assistance of their Mentor or of any of the other Mentors. If the matter cannot be resolved satisfactorily by informal methods, more formal routes are available. The scholar may lodge a complaint in accordance with the Grievance Procedure provided in this Handbook.

B. PHYSICAL VIOLENCE

LEAP-POLP strives to maintain a safe and secure environment for all members of the community and thus does not tolerate physical violence or threats of physical violence used by or against the members of the community. Scholars are expected to avoid all physical conflicts, confrontations, and altercations unless their own safety or that of another is at extreme jeopardy. Failure to do so will ordinarily result in disciplinary action, including, but not limited to, termination of scholarship.

C. HONESTY

LEAP-POLP expects that all scholars will be honest and forthcoming in their dealings with the members of this community. Further, it is expected that scholars will answer truthfully questions put to them by a properly identified officer of LEAP-POLP. Failure to do so will ordinarily result in disciplinary action, including, but not limited to, termination of scholarship.

All scholars are required to respect private and public ownership; instances of theft, misappropriation, or unauthorized use of or damage to property or materials not one's own will ordinarily result in disciplinary action, including termination of scholarship.

D. SEXUAL MISCONDUCT

1. CRIMINAL OFFENSES UNDER PHILIPPINE LAW

The following laws provide criminal offenses related to various forms of misconduct and ensure the protection and well-being of individuals:

- Sexual Misconduct and Harassment
 - [Republic Act No. 7877](#): The Anti-Sexual Harassment Act of 1995
 - [Republic Act No. 9262](#): The Anti-Violence Against Women and Their Children Act of 2004
 - [Republic Act No. 9995](#): Anti-Photo and Video Voyeurism Act of 2009

- [Republic Act No. 11313](#): Safe Spaces Act (Bawal Bastos Law)
- [Republic Act No. 11648](#): An Act Providing for Stronger Protection Against Rape and Sexual Exploitation and Abuse
- Child Protection and Cybercrime
 - [Republic Act No. 8353](#): The Anti-Rape Law of 1997
 - [Republic Act No. 7610](#): Special Protection of Children Against Abuse, Exploitation and Discrimination Act
 - [Republic Act No. 10175](#): Cybercrime Prevention Act of 2012
 - [Republic Act No. 11930](#): Anti-Online Sexual Abuse or Exploitation of Children (OSAEC) Law
- Anti-Hazing and Dangerous Substances
 - [Republic Act No. 11053](#): Anti-Hazing Act of 2018
 - [Republic Act No. 9165](#): Comprehensive Dangerous Drugs Act of 2002

Any scholar who believes that they have been a victim of any of these crimes is strongly encouraged to immediately report the incident to the proper authorities. Formal complaints within the organization may be pursued whether or not a complainant chooses to file criminal charges. Counseling and consultations regarding emotional, legal, and administrative concerns are available to those scholars who wish to pursue either administrative or criminal charges, or both.

2. SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or scholarship standing or is used as the basis for employment decisions or for performance evaluation, grades, or advancement (quid pro quo); or

(2) Such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the organization's formation programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment.

In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the organization's formation programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

3. GENDER-BASED HARASSMENT

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the organizations' formation programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

E. DRUGS AND ALCOHOL

LEAP-POLP expects its scholars and members to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and/or unauthorized alcohol by scholars and members on POLP property or as a part of any LEAP-POLP activity are violations of the LEAP-POLP rules as well as the law. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol by anyone under 18 years of age; and provision of alcohol to anyone under 18 years of age are violations of the law and of LEAP-POLP policy.

LEAP-POLP expects students to make responsible choices and create safe social environments. The organization will take serious action, including termination of scholarship, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use create a danger to individuals or to the entire community.

F. FIREARMS, EXPLOSIVES, COMBUSTIBLE FUELS, FIRECRACKERS, AND DANGEROUS WEAPONS

Possession and/or use on POLP property or as a part of any LEAP-POLP activity of firearms or other dangerous weapons (as defined below), or ammunition, explosives, combustible fuels, firecrackers, and potential ingredients thereof is forbidden by LEAP-POLP policy. Failure to comply will ordinarily result in disciplinary action, including, but not limited to, termination of scholarship.

G. HAZING

Philippine law expressly prohibits all forms of hazing in community-based organizations and the same is LEAP-POLP's policy. Failure to comply will ordinarily result in disciplinary action, including, but not limited to, termination of scholarship. The Administrative Committee will consider all reports of hazing in the normal course of their oversight and will report confirmed incidents to appropriate law enforcement officials.

For purposes of this paragraph, "hazing" means any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member.

This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks ([Republic Act No.11053](#)).

H. PRIVACY POLICY

The LEAP-POLP Scholarship Program is committed to protecting the privacy and intellectual property rights of all participants. Formation program content and materials may be covered by copyrights held by the Formation Committee. Unauthorized use of these materials may violate such copyrights and infringe on the privacy of other scholars in the program.

1. DATA PRIVACY COMPLIANCE

LEAP-POLP is in full compliance with the Data Privacy Act of the Philippines regarding the information submitted by scholars during the application process and throughout the formation sessions.

- **Data Collection and Use:** Personal information collected during the application and formation sessions is used solely for the purpose of administering the scholarship program and supporting the scholars' development.
- **Data Protection:** LEAP-POLP implements appropriate security measures to protect the personal information of scholars from unauthorized access, disclosure, alteration, or destruction.
- **Data Subject Rights:** Scholars have the right to access, correct, or request the deletion of their personal information. Any concerns regarding data privacy should be directed to the Administrative Committee.

By adhering to these policies, the LEAP-POLP Scholarship Program ensures a respectful and legally compliant educational environment that honors the privacy and intellectual property rights of all participants.

2. FORMATION SESSION RECORDINGS

Mentors may record formation sessions in accordance with LEAP-POLP's policy to make them available for use later in the semester or in future years. Scholars and mentors have reasonable expectations of privacy regarding interactions during these sessions as captured in such recordings. Recordings in which scholars are personally identifiable are subject to the Data Privacy Act of the Philippines governing their distribution. Therefore, formation session recordings will be made available only on the current Google Classroom platform, accessible exclusively to current scholars and LEAP-POLP members.

- **Access and Use:** Recordings are intended for educational purposes and may only be accessed by current scholars and mentors. Unauthorized access, sharing, or distribution of these recordings is strictly prohibited.
- **Privacy Expectations:** Scholars and mentors should conduct themselves professionally, knowing that their interactions may be recorded and reviewed.

3. PUBLISHING OR DISTRIBUTION OF FORMATION MATERIALS

By attending formation sessions and accessing recordings, scholars acknowledge that they may not post, publish, sell, or otherwise distribute formation materials without the written permission of the Formation Committee. Such materials include, but are not limited to:

- Video or audio recordings
- Assignments
- Problem sets
- Examinations
- Other students' work
- Answer keys

Scholars who sell, post, publish, or distribute formation materials without written permission, whether for the purposes of soliciting answers or otherwise, may be subject to disciplinary action, up to and including termination of their scholarship. Additionally, scholars may not make video or audio recordings of class sessions for their personal use without written permission from the Mentor.

- **Intellectual Property:** All formation materials are the intellectual property of the Formation Committee and are protected under copyright laws. Unauthorized use of these materials is a violation of these laws.
- **Disciplinary Actions:** Unauthorized distribution or misuse of formation materials will result in disciplinary measures, which may include termination of the scholarship and other appropriate actions.
- **Requesting Permission:** Scholars wishing to use formation materials for purposes other than those specified must obtain written permission from the Formation Committee.

4. PARTNERSHIP WITH OTHER ORGANIZATIONS

When LEAP-POLP partners with other organizations that cater to children, individuals with disabilities, Children in Conflict with the Law (CICLs), the poor, and the marginalized in general, both scholars and mentors are subject to the Data Privacy Act of the Philippines. They are strictly prohibited from sharing photos or any personal information of the beneficiaries of these organizations without proper consent.

- **Confidentiality:** Maintaining the confidentiality of the beneficiaries is paramount. Scholars and mentors must ensure that no photos or personal information are shared publicly or on social media platforms.
- **Compliance:** Any breach of this policy will result in disciplinary action, which may include termination of the scholarship or mentorship role.



XII. GRIEVANCE PROCEDURE

PRELIMINARY STEP

If you have a grievance, you must first address it with your Mentor or any of the other Mentors. This can be done informally through an oral discussion. If informal attempts to resolve the matter are unsuccessful, you may proceed with the formal grievance process.

STEP 1: INITIAL SUBMISSION

1.1. Written Grievance: Submit your grievance in writing to your Mentor within 60 calendar days from the date you first knew, or should have known, of the grievance. Failure to submit within this period waives your right to assert the grievance.

1.2. Mentor's Response: Your Mentor will respond in writing within 10 days of receiving your grievance. If the grievance is not resolved at this stage, you may proceed to Step 2.

STEP 2: APPEAL TO ADMINISTRATIVE COMMITTEE

2.1. Appeal Submission: Within 10 days of receiving the written response from your Mentor, you may appeal the grievance to the Head of the Administrative Committee.

2.2. Investigation: The Head of the Administrative Committee will investigate the grievance and underlying facts.

2.3. Meeting: Within 15 business days of receiving your appeal, the Head of the Administrative Committee will meet with you to discuss the grievance.

2.4. Response: The Head of the Administrative Committee will provide a written response within 15 business days following the meeting.

STEP 3: FINAL APPEAL TO THE PARISH PRIEST

3.1. Final Appeal Submission: If you are unsatisfied with the response from the Head of the Administrative Committee, you may submit a final appeal to the Parish Priest or his designee within 5 days of receiving the Step 2 response.

3.2. Review and Decision: The Parish Priest or his designee will review your grievance and provide a written response within 15 business days of receiving the final appeal. The decision of the Parish Priest or his designee is final and binding.

ADDITIONAL NOTES

- **Burden of Proof:** The grievant bears the burden of proof regarding the validity of the grievance.
- **Documentation:** Ensure all grievances and responses at each step are documented in writing for record-keeping and transparency.

XIII. UPDATES AND REVISIONS

A. PURPOSE OF UPDATES AND REVISIONS

The LEAP-POLP Scholars Handbook is a dynamic document that reflects our commitment to providing accurate and up-to-date information to all our scholars. Regular updates ensure that policies, procedures, and guidelines remain relevant and effective.

B. UPDATE SCHEDULE

- **Annual Review:** The handbook will be reviewed and updated annually in September to incorporate any necessary changes.
- **Interim Updates:** Interim updates may be made throughout the year to address urgent changes or corrections.

C. VERSION CONTROL

- **Version Numbering:** Each update will be assigned a version number (e.g., Version 1.0, Version 1.1) for easy reference.
- **Date of Issue:** The date of the latest update will be displayed on the cover page and in the footer of each page.

D. REVISION HISTORY

Version	Date	Description of Changes
1.0	September 15, 2024	Initial release.

E. NOTIFICATION OF CHANGES

Scholars will be notified of updates via email and through announcements on the official [LEAP-POLP website](#). Scholars are required to acknowledge receipt and understanding of the updated handbook by signing an acknowledgment form.

F. FEEDBACK AND SUGGESTIONS

Scholars are encouraged to provide feedback or suggestions for the handbook. Submissions can be made through the official [LEAP-POLP website](#) or directly to the Administrative Committee. All feedback will be reviewed during the annual update process.

G. CONTACT INFORMATION

For questions or suggestions regarding the handbook, please contact:

Administrative Committee

Email: leap.polp@gmail.com



SCHOLARSHIP AGREEMENT CYCLE V

This Scholarship Agreement outlines the responsibilities and commitments required of LEAP-POLP scholars. By signing this agreement, the scholar acknowledges and agrees to comply with the following terms:

1. Scholar Responsibilities:

- **Formation Sessions Attendance:** Attend all monthly formation sessions as they are crucial for personal, spiritual, and professional development.
- **Absence Policy:** Adhere to the absence policy, notifying the mentor at least 24 hours in advance and submitting formal documentation within 7 days. For unreasonable absences, understanding that the allowance for that period will be forfeited.
- **Punctuality:** Be punctual for all sessions, with two instances of lateness equating to one absence.
- **Evaluations:** Complete baseline and post-cycle evaluations as required.
- **Assignments and Tasks:** Complete and submit all assigned tasks on time.
- **Beadles Responsibilities:** If selected as a beadle, fulfill duties such as leading icebreakers, assisting during modules, sending reminders, and mobilizing the group.
- **Adherence to Rules:** Follow all program rules and regulations as outlined in the handbook.

2. Acceptance of Handbook Rules:

- The scholar confirms that they have read and understood the LEAP-POLP Scholar Handbook.
- The scholar agrees to be bound by all the rules and regulations outlined in the Handbook.
- The scholar acknowledges that failure to comply with these rules and regulations may result in the termination of their scholarship.

Scholar Acknowledgment:

I, _____, have read and understood the LEAP-POLP Scholar Handbook. I agree to comply with all the requirements and responsibilities outlined above. I understand that failure to adhere to these terms may result in the termination of my scholarship.

Signature over printed name of scholar

Signature over printed name of mentor

Date signed

Date signed



**LEADERSHIP & EDUCATIONAL ASSISTANCE PROGRAM
PRESENTATION OF OUR LORD PARISH**

 polpchurch.com/leap

 [polpleap](https://www.facebook.com/polpleap)

 leap.polp@gmail.com