



SCHOLARSHIP ESTABLISHMENT FORM

Name of Scholarship: _____

Scholarship Sponsor: _____

Sponsor Contact Information:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Scholarship Sponsor Criteria Guidelines

The selection criteria are the standards that inform potential applicants what is used by scholarship selection committees or person(s) when reviewing application and/or selecting recipients. The establishing party may choose any criteria they wish but will not limit eligibility in a way that would be considered discriminatory such as by race, color, national origin, religion, gender, sexual orientation or disability.

Common criteria and/or eligibility considerations could include any of the following:

- Academic success
- Leadership roles
- Personal character
- School involvement and participation in extra-curricular activities
- Community service or commitment to a certain cause
- Intended major/field of study/career path
- Life experiences/interests
- Financial need

Once the criteria is set and has been published for a given year, it cannot be changed. Changes may be made to criteria only after the current year award has been given and prior to scholarship criteria being published the following year from July 1 through December 1. Per IRS regulations, the person(s) or committee member(s) that select recipients and/or fund the scholarship cannot be in a position to receive benefit, directly or indirectly for themselves or family members. Selections should be made based on review of all eligible applicants and published scholarship criteria. If a conflict of interest is suspected in the selection process, contact the Snohomish Education Foundation immediately at 360.568.5292. The Snohomish Education Foundation Selection Committee will make selections in cases where a conflict may exist.

Scholarships cannot be given directly to a student and must be made payable directly to the school at which the student has enrolled. Scholarships will not be awarded or announced if they have not been funded by the deadline. Scholarship funding must be submitted to the Snohomish Education Foundation no later than March 1st.

Funds deposited into scholarship accounts will not be refunded. Scholarships that become inactive will be deemed abandoned after a period of two years of inactivity. If, after one phone call and one registered letter to the last known contact name and address of the sponsor there is no response, scholarship account will be closed and balance will be transferred to the Snohomish Education Foundation unrestricted general fund.

Selection Criteria

Number of Scholarships: _____ Glacier Peak HS, _____ Snohomish HS, and/or _____ AIM HS

Amount of Scholarship Award(s): _____ (Minimum of \$250)

Scholarship Funding Preference (*check one*):

Funds are enclosed in the amount of \$ _____

Funds will be provided to the Snohomish Education Foundation by March 1

Endowment

Type of Scholarship (*check one*):

One-time Award (**fully-funded the year it is awarded**)

Renewable Award over _____ years for benefit of same student (**fully funded the year it is awarded**)

Student deferral for one year acceptable? Yes _____ No _____ Determined as requested _____

Scholarship Recipient Criteria:

GPA: _____

Hours of Community Service: _____

Essay Required: _____

If essay is required, please provide topic: _____

Other specifications (*e.g.: activities, clubs, field of study, leadership, need, community service hours, etc.*):

Please indicate if the Snohomish Education Foundation Selection Committee is selecting the recipient or give the name(s) and contact information of the person(s) selecting recipient:

Name _____ Address _____

Phone _____ email _____

My Employer (name) _____ will match my gift. Please direct matching funds towards

I have been provided a copy of, read, understand, and agree to the terms as outlined in the Foundation's Scholarship Policy and hereby agree to the guidelines and criteria set forth in both the policy and in this scholarship establishment document.

Scholarship Sponsor Signature & Date

SEF Representative Signature & Date

Thank you so much for sponsoring a scholarship in support of our outstanding high school seniors. Your generosity opens doors for our graduates! If you have questions, please do not hesitate to contact us at office@snoed.org or by calling (360)568-5292. The Snohomish Education Foundation is a 501(c)3 nonprofit organization. This information is made public unless you have notified SEF in advance.

OFFICE SECTION

Board Approved on: _____ (date)

Board Declined on: _____ (date)