



## 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 1<sup>st</sup>.

Funds deposited into scholarship accounts will not be refunded. Scholarships with balances under \$250 that become inactive will be deemed abandoned after a period of two years of inactivity. For scholarships with balances of \$250 or more 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

Total Number of Scholarships: \_\_\_\_\_

Awarded as follows: \_\_\_\_\_ Glacier Peak HS, and/or \_\_\_\_\_ Snohomish HS, and/or \_\_\_\_\_ AIM

Scholarship start date \_\_\_\_\_ (year)

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 (if funds are over \$10,000)

Type of Scholarship (*check one*):

- Single-award (**funded only one time**)
- Recurring One-Time Award (**fully funded each year it is awarded**)
- Renewable Award over \_\_\_\_\_ years for benefit of same student
- 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.*):

Selection Committee:

- Allow SEF Selection Committee to select recipient
- The following person(s) will select recipient:

Name(s) \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_

\*See policy regarding selection deadline

My Employer (name) \_\_\_\_\_ will match my gift.

**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](mailto: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)