



HAYWOOD COUNTY SCHOOLS FOUNDATION ANNUAL SCHOLARSHIP REQUEST FORM

INSTRUCTIONS:

The topics listed below correspond with the worksheet sections attached to this document. The completed worksheet will allow an agreement to be prepared according to the specifications of the donor. Refer back to these headings if questions arise during the completion of the worksheet.

NAME OF SCHOLARSHIP:

Typically, scholarships are named in honor of the person or persons establishing the fund; however, it is not unusual for donors to create scholarships to honor or memorialize friends or family members. Since the name of the scholarship is displayed on the scholarship trust agreement, it is important that this section be completed accurately and in accordance with the donor's wishes. The formal title of the fund should be as descriptive as possible and include any specific areas of preference – science, teaching, business, athletics, etc.

NAME OF DONOR(S):

The name of the donor(s) is recorded here exactly as it should appear on the scholarship trust agreement. Care should be given to include appropriate titles or rank designations; the specific desires of married donors relating to Mr. and Mrs. (Ms.) or individual names should be addressed.

NUMBER AND AMOUNTS OF SCHOLARSHIPS:

Decisions regarding amounts and numbers of scholarships may be stipulated by the donors or left to the discretion of the Foundation Board of Directors.

FUNDING ARRANGEMENT:

This provision should provide the following information: the amount of the annual contribution and the anticipated method timeframe for payment (cash, securities, property, bank draft, credit card, other). The contribution must be received on or before December 31 in order for an award to be made the following academic year. In addition, the donor(s) will be able to present the scholarship to the recipient(s) at the Annual Partners-In-Education dinner held each May.

DONOR PREFERENCES:

Annual scholarship donors are entitled to list their preferences in regard to the awarding of their scholarships. The Foundation makes every effort to comply with the wishes of the donor to the extent that those preferences are, and continue to be reasonable (not in violation of local, state or federal law, discrimination guidelines and/or standards of practicality).

In general, preferences should not be unduly restrictive. The desires of the donors are referred to and treated as preferences. However, the Foundation does not take donor preferences lightly and agrees to adhere to donor preferences for so long as possible and whenever practicable.

In the event that donor preferences are found to be inapplicable, unenforceable, or ill advised, funds will be directed – at the discretion of the Foundation Board of Directors – to purposes most closely aligned with the original intent of the donor and in consideration of the highest and best good of the school system and its students. It is not the policy of the Foundation to allow scholarships to remain idle.

The preferences most often suggested by donors pertain to financial need and academic potential. All applicants will be required to complete a financial aid form, (which calls for detailed information related to the applicant's financial need); or a copy of the parents prior year tax return. Transcripts (grades during high school) will be provided to donor(s) and if applicant takes SAT or ACT the scores will be included.

Examples of other preferences would include, but not be limited to, the following: students enrolled in a specific course of study or students enrolled in a specific university, college or community college, minority students, and graduating from a particular high school. Students may be required to submit additional information and/or agree to an interview if donor requests.