

Scholarship Data Sheet and Administration Rules

(REVISED 2013)

Scholarship Name and background information:

Contacts: (Name, Address, Phone Number, e-mail address - * indicates preferred/most reliable method of contact)

Type of Scholarship: (One time; Limited term; Pass through, renewed annually; Perpetual) ¹

Frequency of Award²:

Award³: One-time/nonrenewable or renewable:
Amount:

Award Restrictions⁴: The award must be used for educational expenses.

Criteria⁵: (GPA, Extra-curricular, Intended Major, etc)

Application Process:

Applications are available from the:

- Chi Hi guidance office
- On the School District web site
- Application must be completed and returned by the date stated on the web site.

Selection Process⁶:

- ____ Selection of recipients made by representatives of the CFAUSDF Board.
- ____ Selection of recipients made by separate committee. Committee members:

Presentation:

Members of the Chippewa Falls Area Unified School District Foundation Board of Directors will present the scholarship on awards night. Donors are encouraged to attend and may take pictures with the scholarship recipient.

Changes:

- All proposed changes to the Administrative Rules must be submitted in writing and must be approved by a majority vote of the CFAUSDF Board before taking effect.

We the undersigned have read and understand that the <SCHOLARSHIP NAME> Scholarship will be administered by the rules stated in this document,

Signature of Donor Representative

Date

Signature of CFAUSDF Representative

Date

Revisions:

Date	Reason/Change made	Responsible Person

Notes: The following notes are provided to assist donors in completing the data sheet.

1. Type of Scholarship: The scholarships can be one-time; limited term; pass through, renewed annually or perpetual. A one-time scholarship is given only one year. A limited term scholarship is given for a set number of years. A pass through, renewed annually scholarship allows the donor to donate money on a yearly basis. Any interest earned on a pass through scholarship will be donated to the Foundation Scholarship Fund. If no recipient is found, the money is saved for the following year. A perpetual scholarship is given every year, indefinitely. For perpetual scholarships, it is our policy to give 4% of the scholarship fund, assuming it is a meaningful amount, so the fund will last or even grow, over time. Donors may also make one-time contributions to perpetual or limited scholarships to increase the value of the scholarship awarded.
2. Frequency of the Award: The scholarships are typically awarded each year, but donors may choose to award the scholarship less frequently (e.g. every other year, every third year, etc.). A perpetual scholarship may not be given at the frequency requested if the amount accumulated is not a meaningful amount as determined by CFAUSDF.
3. Award: The scholarships are typically awarded as a one-time, nonrenewable scholarship where the student receives the awarded amount only once. It may also be renewable where the student receives that amount each year. For example, a renewable scholarship could be awarded annually for up to four years. The dollar amount of the scholarship is also indicated. This may be a specified dollar amount which meets the meaningful use guidelines of CFAUSDF or may be determined by the CFAUSDF board for perpetual scholarships following the 4% of fund guideline. A minimum amount to be given may also be indicated.
4. Award Restrictions: Some scholarships may have restrictions. For example, a donor could designate that scholarships must be used for tuition or educational expenses.
5. Criteria: Most of the Foundation scholarships are selected by the board based upon a formula that considers the applicants GPA, ACT, AP courses, extra-curricular involvement, and an essay. You may also suggest additional criteria such as a minimum GPA, enrollment at a particular university, an intended major, a particular extra-curricular activity, or other non-discriminatory criteria.
6. Selection Process: If you wish for the Foundation board of directors to select the scholarship recipient, simply state this in this section. If you would like a separate selection committee, you need to identify who will be on the selection committee (e.g. family member, teacher, coach, professional, community member, etc.) By law, the donor and other family members may compose a maximum of 35 % of the selection committee.

If you have any questions, please contact Sharon Barkley.

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