

## Scholarship Data Sheet and Administration Rules

Scholarship Name and background information:

Contacts: (Name, Address, Phone Number)

Type of Scholarship: (One time, Limited term, Perpetual) <sup>1</sup>

Frequency of Award<sup>2</sup>:

Award<sup>3</sup>:

Award Restrictions<sup>4</sup>:

Criteria<sup>5</sup>: (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 Process<sup>6</sup>:**

**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**

*Revised 2009*

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, or perpetual. For perpetual scholarships, it is our policy to give 4% of the principal or savings of the scholarships so they will last, or even grow, over time. Donors may also make one-time contributions to perpetual scholarships to increase the value of the scholarship awarded.
2. **Frequency of the Award:** The scholarships are typically award each year, but donors may choose to award the scholarship less frequently (e.g. every other year, every third year, etc).
3. **Award:** The scholarships are typically awarded as a one-time 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 up to four years.
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 30% of the selection committee.

If you have any questions, please contact Kevin Mason.

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