



Establishing a Scholarship Fund & Program - Overview

1. Complete and submit a "New Fund Questionnaire" and a "Scholarship Program Questionnaire".
2. Determine applicant pool eligibility and selection criteria.
3. Determine dollar amount and number of scholarships to be awarded (are they renewable?).
4. Create a scholarship application form template and application/eligibility instructions.
5. Determine if supporting documentation will be required (tax returns, letters of recommendation).
6. Determine Selection Committee composition and member qualifications:
 - a. How many members?
 - b. What is the selection or appointment criteria?
 - c. How long will they serve?
7. Determine Selection Committee Roles and Responsibilities:
 - a. When and where will meetings be conducted?
 - b. Who will be the Committee Chair?
 - c. Discuss SCF's roles and responsibilities, and member roles and responsibilities.
 - d. Discuss when and how applications will be reviewed.
 - e. Discuss when and how student interviews are to be conducted.
 - f. Discuss application and interview scoring criteria and interview questions.
 - g. Discuss when and how scores are recorded and the ranking method to be used.
8. Determine how the scholarship will be advertised ó how will schools and candidates be notified?
9. Determine when and how applications will be made available to students.
10. Determine the opening and closing dates for the application cycle.
11. Determine number of Selection Committee meetings required (to complete and submit required SCF documents, score applications, set interview dates) and create a timeline.
12. Determine how students will be notified of their interview date, determine the interview process.
13. Determine when and how scholarship selectees (winners) are to be notified ó SCF Board must approve all recommendations before recipient names may be announced.
14. Determine when and how non-selectees (declined applicants) are to be notified.
15. Determine a target date for establishing the fund with SCF. The amount of the establishing gift must cover the dollar amount and number of awards planned for the first scholarship cycle .