



STEPS FOR ESTABLISHING A SCHOLARSHIP PROGRAM

1. Give fundholder templates for a "Fund Questionnaire" and a "Scholarship Questionnaire".
2. Determine student eligibility and selection criteria.
3. Determine dollar amount and number of scholarships to be awarded (are they renewable?).
4. Are Letters of Recommendations required (use a form)?
5. Create a scholarship application template with application instructions.
6. Determine Selection Committee Members:
 - a. How many?
 - b. How are they chosen?
 - c. How long should they serve?
7. Determine Selection Committee Processes:
 - a. How often will they need to meet and disseminate information.
 - b. Who will be the Committee Chair?
 - c. Discuss committee member roles and responsibilities.
 - d. Discuss when and how student interviews are to be conducted.
 - e. Agree on what interview questions will be used.
 - f. Agree on who will record the scores and provide a ranking sheet.
8. Determine how the scholarship will be advertised or how are schools notified?
9. Determine when and how applications will be made available to students.
10. Determine the cutoff date for accepting applications.
11. Determine when the Selection Committee meets to review applications received. Determine applicant interview dates (if applicable).
12. Determine how students will be notified of their interview date (if applicable).
13. Determine how recipients are to be notified or SCF Board approval of recommendations and fund disbursement is required before announcing winners.
14. Determine how declined applicants are to be notified.
15. Create (and update annually) a Program Summary Table and Committee Member List - for SCF Board approval.