

# Setting Up A Scholarship With The Holden R-III School Foundation

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Creating a scholarship with the Holden R-III School Foundation is simple and easy. Contact any board member or attend one of our monthly meetings to let us know how you would like to structure your scholarship. Current board members and meeting dates, times and locations can be found by going to the Holden School District's website at <http://holdenschools.org> or by contacting the District Office at 816/850-4444.

The following will need to be determined to set up your scholarship:

- **Will the scholarship be given as a memorial or in the name of a family or club?**
- **Will it be a one-time or annual scholarship?**
- **How many recipients will receive your scholarship?**
- **What amount will be awarded to each?**
- **Who will be selecting the recipient?**
- **Who will be awarding the scholarship?**
- **How will the scholarship be funded – annual gift or lump sum gift?**
- **What criteria will be used in selecting the recipient(s) - field of study, interests, etc?**
- **Who will be the contact person for the scholarship?**

Each spring the Foundation will send a letter to the contact person to verify that the scholarship will be offered that year. At that time, the donor can choose to make any changes necessary to the structure of the scholarship. The Holden R-III School Foundation is a 501(c)3 charitable organization. Therefore, any donations whether annual or lump sum, are tax deductible. Because scholarships make more educational opportunities available to our graduating seniors, we work hard to ensure this is an easy and satisfying experience for our donors.



## New Scholarship Structure Form

Name of scholarship \_\_\_\_\_

This scholarship will be given \_\_\_\_\_ Annually \_\_\_\_\_ One Time only

How many will be given? \_\_\_\_\_

What will be the amount of the scholarship? \_\_\_\_\_

How will the scholarship be funded? \_\_\_\_\_ Annual Gift \_\_\_\_\_ Lump Sum

Who will be the contact person? \_\_\_\_\_

What is the mailing address of the contact person? \_\_\_\_\_

Who will select the recipient(s)? \_\_\_\_\_ Donor \_\_\_\_\_ Foundation \_\_\_\_\_ Other

Who will award the scholarship? \_\_\_\_\_ Donor \_\_\_\_\_ Foundation \_\_\_\_\_ Other

**If selecting "Other" on either question above:** Please provide name and contact information for each. \_\_\_\_\_

What criteria will be used in selecting the recipient(s) – field of study, special interests, etc.? \_\_\_\_\_

Please give a brief description of the scholarship. This will be printed in the graduation program to give the audience some background on the scholarship.