



A WORKSHEET FOR PROSPECTIVE DONORS

Please refer to the accompanying instructions, "Information for Prospective Donors" for help in completing this form.

1. The contact person for the Scholarship is:

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Contact Phone# _____

Contact Email: _____

2. The Name of the scholarship is: _____

3. List any eligibility requirements:

4. No. of scholarships offering _____ Amount of each Scholarship \$ _____

5. This scholarship: () will be offered every year

() will be offered only once

() other-Explain _____

6. When will the funds be available to the recipient?

- Immediately upon graduation
- Upon submission of proof of registration at the post-secondary school
- Upon proof of satisfactory completion of one marking period

****Note:** If ERHS will be issuing the payment, the scholarship payment will be made upon submission of a transcript from the student's first college grading period.**

7. The Application Form

- The school should use their general application.
- I will develop my own form and will send it to the school immediately (this option is only available for donor's who are choosing their own recipient).

8. Selecting the Recipient

- Send me the completed forms. I will notify you of the winner within one week of receiving them.
- The ERHS Scholarship Committee should select the recipient based upon the stated criteria.

9. Distribution of funds

- I will be responsible for distributing the funds to the student or the student's school for this scholarship when all conditions are met.
- I will send a check to the high school with this application and ERHS will send payment directly to the college after they have received grades from one grading period at their secondary school.

Signature

Date

Please return this completed form by U.S. Mail, email or fax to:

**Counseling Office-Scholarship Committee
Elk River High School
900 School Street
Elk River, MN 55330
763-241-3424 x7 phone
763-241-3440 fax
erhs.counseling@isd728.org**