

STUDENT AWARDS AND SCHOLARSHIPS

Awards and/or scholarships that are given to the District's students each year by individuals, groups or organizations must be made in accordance with established Board of Education policy, 7430.

Fund Management

- Awards and/or scholarships that are to be continued annually and are awards or scholarships of \$50.00 or more, may, at the request of the donating person or organization, be deposited in the School's Trust and Agency Fund or graduation program.
- Accumulated interest or dividends of such deposits will be annually credited to the specific account.
- Prior to the establishment of such an account, it will be necessary for the donating person or organization to define the criteria for the selection of the recipient.
- Community-based organizations may reserve the right to hold the funds; however, they are still required to adhere to this respective regulation for all other purposes.
 - Further, community-based organizations reserve the right to cease distribution of scholarships/awards in the absence of their funding.

Personnel and Records

- The Superintendent delegates to the Assistant Superintendent for Finance responsibility for managing the receipt and disbursement of funds submitted to the District for awards and/or scholarships.
- The Assistant Superintendent for Finance will also maintain records of any selection criteria associated with each award/scholarship and will ensure that building principals receive the information necessary to provide for the selection of recipients and the presentation of the award or scholarship in a timely manner.
- Building principals will ensure that procedures, faculty committees, etc. are in place for the fair selection of recipients and for the presentation of awards or scholarships.
 - This may also include procedures for advertising awards, participation in school ceremonies, and deadlines.
 - The Superintendent and Assistant Superintendent for Finance will be notified at the beginning of the process for any newly proposed scholarship, award, or commemoration.
 - If the committee deems that a student does not meet the established criteria, the scholarship/award is not required to be distributed at that time.
- Students, faculty, families and community members should initiate the scholarship/award process by connecting with the respective building principal.
- Newly established scholarships pending approval, will be approved by the Superintendent and Board of Education prior to advertisements.

Commemorations

- For commemorative scholarships/awards, please refer to Regulation 5232R.1, which highlights commemoration guidelines, requests and response to requests.

Equity and Equal Opportunity

- The West Irondequoit Central School District will not discriminate scholarships/awards distribution based on race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, or disability. Furthermore, community-based scholarships/awards may be approved at the discretion of the Superintendent of schools.

Scholarship and Awards Process

The policies and procedures within this document are intended to provide clarity to scholarship process within the West Irondequoit Central School District (WICSD). Furthermore, these are in alignment with our district vision and the associated board policies within the West Irondequoit CSD.

General Communication and Steps

Organizations will initiate the process by contacting the Irondequoit High School (IHS) College and Career Center.

The College and Career Center will determine next steps...

- i.e. Local banks, school or organization may provide a brochure capturing a scholarship opportunity and the IHS College and Career Center would provide outreach to connect

Advertisements:

- Located on website, school announcements, Naviance, and the “Chronicle” college and career newsletter (updated bi-weekly)
- Highlights scholarship/award, next steps and deadlines

Ceremonies:

- Organization may request participation in school award ceremony OR private recognition

Scholarship Award Committee

- Meets annually (Fall and early Spring)
- Assess current scholarships
 - e.g. Principal’s Recognition Award, Junior and Senior Awards, etc.
 - Consistent of Teachers and School Counselors
- Review criteria and make recommendations
- The College and Career Center processes awards and next steps

New Scholarships

Communication

- The College and Career Center will pass along information to building principal for review and approval
- Pending approval, the College and Career Center will forward to the Secretary to the Superintendent of Schools to be approved by the Board of Education
- Once approved, the College and Career Center can proceed with advertising and next steps
- For new scholarships, the College and Career Center will alert the school counselors of the availability

District Held Funds

For situations in which the district and/or organization agreed that the WICSD will hold the funds, the following process applies:

- The College and Career Center will contact the Assistant Superintendent for Finance and the Finance Office
- The Finance Office would advise on next steps

Community Held Funds

For situations in which the district and/or organization agreed that the community organization will hold the funds, the school would follow the typical process

Additional Considerations

Commemorations

With respect to the established policies and procedures, the development of any new scholarships should also be created in conjunction with the commemoration guidelines captured within the WICSD Trauma-Illness-Grief (TIG) manual (i.e. a scholarship proposal after the death of a student, staff member, or community members. This will further align with Board Regulation, 5232R.1.

Equity and Equal Opportunity

The WICSD will not discriminate scholarships/awards distribution based on race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, or disability. Furthermore, community-based scholarships/awards will be approved at the discretion of the Superintendent of schools.

Determine if the scholarship will be acknowledged at the annual award ceremony

- The College and Career Center will connect with organization about next steps
- The College and Career Center will clarify the general process of the award ceremony

Resources

[West Irondequoit Financial AID and Scholarship Information](#)

General Application for Scholarships/Awards

- Application should determine criteria and deadlines
- Embed policy and regulation
- Clarify amount, years, requirements for award ceremony

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