

Establishment of Scholarships with the HPCSD

As a service to the community, the Hyde Park Central School District will collect and hold funds for the establishment and administration of scholarships, to be awarded to the FDR High School graduating class, once specific required information is received and accepted by the Board of Education.

The individual or group, hereafter referred to as coordinator, must follow the steps listed below to establish a scholarship:

1. A request including all required information must be submitted to the district clerk. (see attachment for checklist of required information).
2. Once the scholarship has been established, it will be the responsibility of the coordinator of the scholarship to contact the director of guidance regarding the recipient of the award. This should be done annually, at the end of March of each year.

The district's responsibilities are as follows:

1. Upon receipt of required information, the District Clerk by email, jmikula@hpcsd.org or send to Hyde Park CSD, PO Box 2033, Hyde Park, NY 12538, will forward the request to the Board of Education for review and acceptance (via Board agenda at a regularly scheduled Board of Education Meeting).
2. Upon acceptance by the Board, the District Clerk will send notification to the coordinator(s), the District Treasurer and the Director of Guidance. **At that time, funds can be sent to the District Treasurer** (address above) for deposit into the scholarship account, separate and distinct from other district monies.
3. A list of contributions received including the name, address, contribution amount and check amount, if applicable, will be maintained by the District Treasurer. This list will be provided to the coordinator of the scholarship upon request.
4. A thank you letter to the contributor will be generated whenever contributions are received by the district.

REQUEST TO ESTABLISH A SCHOLARSHIP
WITH THE
HYDE PARK CENTRAL SCHOOL DISTRICT

Name of Scholarship: _____

Purpose of Scholarship:

Criteria for Establishment of Scholarship: Areas of consideration:

- Is scholarship to be gender specific?
- Number of awards to be given per year.
- Must student study a specific area?
- Characteristics/skills student must display.
- Must an essay or request for scholarship be submitted by student?

Will scholarship be awarded annually? **Yes** **No, other (please explain)**

select one or list:

Who will determine the recipient of the award?

- School personnel (guidance dept.)
- Coordinator

How will the scholarship be funded? (Contributions, fundraising, private donations...)

Your Name
Address
City, State, Zip Code