

Box Elder School District Foundation Policy

Policy Number 8

Issue: 2

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Supersedes Issue 1, dated April 10, 2006

Approved:


Foundation Board President


Foundation Executive Director

Policy 8: Board-Administered Scholarships

- 1) The Box Elder School District Foundation administers and sponsors a number of academic scholarships established by patrons of the Box Elder community.
- 2) Administration of the Foundation scholarships is the responsibility of the Foundation Scholarship Committee as assisted by the Board Secretary.
- 3) Scholarship donors shall not participate in the scholarship recipient selection process.
- 4) The application schedule for Foundation scholarships is determined annually by the Scholarship Committee and approved by the Board.
- 5) Review of scholarship applications and the selection of scholarship recipients is conducted by the Foundation Board members in a working session scheduled by the Scholarship Committee.
- 6) Notification letters are sent to all applicants (successful and unsuccessful) after the scholarship winners are selected. Notifications and award certificates are provided to the scholarship winners' schools for presentation in awards ceremonies as appropriate.
- 7) The Public Relations Committee supports the Scholarship Committee in announcing the availability of scholarships and the application schedule.
- 8) The Scholarship Committee with the assistance of the Board Secretary maintains an information file for each Foundation scholarship. This file contains the following information:
 - a. The donor's agreement establishing the scholarship and documenting any limitations on the scholarship (academic requirements, number of recipients, need, area of study, etc.)

- b. The intended value of the scholarship per recipient and the funding mechanism to maintain the scholarship
 - c. Selection criteria
 - d. Other special limitations or instructions (number of years that the scholarship is to be awarded, contingency provisions for funding shortfalls or lack of qualified applicants, etc.)
 - e. A historical record of scholarship recipients.
- 9) The Scholarship Committee will develop scoring sheets for each scholarship consistent with the scholarship's selection criteria.
- 10) The Finance Committee will assist the Scholarship Committee in determining the adequacy of funding mechanisms for scholarships and in evaluating/recommending additional funding mechanisms to support scholarships.
- 11) Changes in the overall scholarship structure and funding arrangements require approval of the Board.