

ADRIAN HIGH SCHOOL SCHOLARSHIP FUND
POLICY & PROCEDURES

Adopted: 10/16/2017
Revised: _____

Orig. 2017

I. PURPOSE:

- The Adrian High School Scholarship Fund was established as a means for interested donors to provide tax-deductible gifts toward scholarships for graduating seniors.

II. DONERS:

- Donors may help to establish scholarship criteria such as requesting the scholarship go to students who plan to study in a designated field.
- Donors who provide funds on an annual basis must submit their funds to the District by March 1 in order to have their scholarship awarded that spring.
- The School Board must accept all Scholarship Donations, which then become the property of the School District's Scholarship Fund.

III. ELIGIBILITY:

- Eligible student are graduating seniors who plan to attend post secondary institutions in the first year after graduation.
- Eligible schools include public or private two-year community colleges, trade schools, technical schools, four-year colleges and universities.
- Graduating seniors must fill out a scholarship application form and submit it to the high school guidance counselor by April 1 in order to be eligible for scholarship consideration.

IV. SELECTION PROCEDURES:

- Applications are reviewed by a Scholarship Selection Committee made up of the High School Principal, Guidance Counselor and 3 High School Teachers.
- The Scholarship Selection Committee will use the following criteria as basis for awarding the scholarships; GPA, involvement in school activities, citizenship, the student's application essay, student references.

V. SCHOLARSHIP AMOUNTS

- Donors who give on an annual basis will determine the amount of the scholarship they wish to provide. The District recommends \$250 as a minimum amount for a scholarship.
- Endowed Scholarships will be based off the amount of interest generated from CD investments. The District has two endowed Scholarships, The Mr. Edwards Scholarship and the Adrian Foundation Scholarship.

VI. DISTRIBUTION PROCEDURES:

- After the student's first semester of post secondary education they must submit their grade transcript to the District Office as proof attendance and successful completion of credits.
- Scholarships fund will not be awarded if the student fails to provide proof of post secondary attendance and successful completion of credits and/or fail to claim the scholarship within the first year after high school graduation.

- Unclaimed scholarship funds will remain in the District Scholarship Fund and will be used to help fund the Adrian 5 “A” Scholarship.

VII. SCHOLARSHIP AWARDS FROM OTHER ORGANIZATION:

- Students may apply for other scholarships from organizations or foundations not administered by the Adrian High School Scholarship Fund or Adrian Public Schools. In such cases, the District does not select the recipient, does not collect scholarship donations or does not distribute scholarship funds.