

What you need to think about when creating a scholarship

- The name of the scholarship
- The number of scholarships to be awarded for each award period
- The amount of the scholarship
- The terms of the scholarship
 - One time award
 - Renewable
 - Criteria required to maintain renewal eligibility
- Attendance at 4-year school required or open to students attending community college
- Criteria for awarding the scholarship
 - One individual high school or entire county
 - Student population eligible
 - Any student
 - First Generation College Student Only – first in their family to attend college
 - US Citizen only or open to non-US citizens (undocumented, DACA)
 - Special populations
 - ESOL
 - Special Education
 - Financial Need or open to anyone
 - If need-based, required Expected Family Contribution (EFC) must be specified
 - Specific field of study required or open to any majors
 - Emphasis of scholarship
 - Academics
 - Extracurricular Activities
 - Community Service
 - Leadership
 - Overcoming Obstacles
 - Participation in a specific activity (school or community)
- Letters of recommendation required or optional – if required, we ask for 2
- Scholarship specific essay prompt – a question relating to the emphasis of the scholarship
- We can help you create an appropriate essay prompt once all of the above has been determined
- Evaluations
 - Recipient determined by donors independently – must have at least 3 individual readers
 - Recipient determined by donors after College Access Fairfax initial screening
 - Recipient determined by College Access Fairfax

- In addition to the above, all of our scholarships require students to submit
 - A complete high school transcript
 - A resume detailing student's extracurricular activities (school, community, home)
 - A personal statement providing any additional information the student cares to share

- Funding

- Donors should be aware that there is a \$75 administrative fee for each year the scholarship is offered.
- Funding for scholarships
 - Large amounts may be sent to CAF to be deposited into an Apple Federal Credit Union account earmarked for the particular scholarship
 - If paying on a yearly basis, funds must be submitted to CAF prior to October 15th for scholarship to be included in the year's offerings
 - Donations may be made at any time to CAF in general or for a specific scholarship – through the mail or through our website