

## 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 15<sup>th</sup> 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