

## High School Scholarship Proposal

Contact Information			
Organization Name:		Telephone:	
Contact Person:		Email:	
Address:			

Scholarship / Award Information	
Scholarship Name:	
Purpose:	
Criteria:	(For example, a particular field of study, profession, major, financial need, academic excellence, etc.)

Type of Scholarship / Award			
If monetary, please list amount:		If medal or Certificate, when will this be sent to District:	
Is this a one-time award (Y/N):		Will it be offered on a yearly basis (Y/N):	
How many scholarships will be awarded each year:			

Criteria			
Is an application required (Y/N):		If yes, provide a copy and specify what supporting documents will be required	
Is an essay required (Y/N):		If yes, please supply a topic (e.g. future career plan, life event, etc.)	
Is a recommendation required (Y/N):		Is yes, list number required:	
Deadline for submitting material:			

Determination and Presentation		
Who will choose the recipient? (The District has a scholarship committee that can choose for you if you desire.)		
Your organization:	<input type="checkbox"/>	District Scholarship Committee: <input type="checkbox"/> Other: <input type="checkbox"/>
Most scholarships/awards are presented at a senior awards night but all scholarships/awards winner are listed in the commencement program. Please provide a brief description of how the scholarship wording should appear:		
All awards are read aloud by school representatives.		
Please indicate if you would like to personally present the award to the recipient (Y/N):		

Payment
Monetary scholarships/awards can be paid by one of two methods: For one time awards, checks should be made payable directly to the designated student. For multi-year scholarships/awards, checks must be made payable to the <i>Ballston Spa Central School District</i> .