



Local Scholarship Program

Establishment Policy & Procedures

About the Snohomish Education Foundation Local Scholarship Program

The mission of the Snohomish Education Foundation (SEF) is to elevate opportunities and possibilities for students in the Snohomish School District. One primary way of doing this is through its Local Scholarship Program (LSP). The goal of this program is to provide scholarships to as many students across the district as possible.

Scholarship Establishment

To establish a scholarship fund with the Snohomish Education Foundation (SEF), the sponsor must complete the Scholarship Establishment Form and agree to the terms by signing the SEF Scholarship Establishment Form.

A sponsor may choose to establish an endowed scholarship fund with a minimum balance of \$10,000 or greater. Endowed funds are eligible to receive quarterly investment earnings.

The Executive Director and/or the Scholarship Committee Chair(s) will meet with the sponsors to clarify items on the form and assist in making decisions and explain the process related to the criteria for the award(s).

Upon form completion, the Establishment Form is presented to the Board of Trustees for approval vote to ensure it meets the established SEF scholarship policy, establishment and award criteria guidelines.

Scholarship Funding

SEF does not administer annual, renewable or other scholarships under \$500.

Scholarships cannot be given directly to a student and must be made payable to the school at which the student has enrolled.

All scholarship funds must be deposited with the SEF in full by January 31. Awards not fully funded by this date will not be publicized and will not be awarded until fully funded.

Payments can be made by check payable to the Snohomish Education Foundation or by credit card at www.snoed.org. Scholarships paid by credit card will be charged the credit card administration fee. There will be an option available, if you choose, to cover a small part of the scholarship administrative costs at 2% of your scholarship amount. This additional amount will go into unrestricted funds and will be directed toward operational expenses.

Renewable scholarships awarded over a designated period of years must be fully funded to SEF for all renewable years each year it is awarded to a new student.

Funds deposited into scholarship accounts cannot be refunded.

Endowed Funds with a balance of \$10,000 or more will be credited for their prorated share of quarterly investment earnings (interest + dividend income, and investment appreciation or depreciation). If a balance drops below \$10,000, funds are no longer eligible for its prorated share of quarterly investment earnings.

Criteria Guidelines

The selection criteria provide potential applicants with standards used by the SEF Scholarship Committee or person(s) when reviewing applications and/or selecting recipients. The scholarship sponsor may choose any

criteria they wish but will not limit eligibility in a way that would be considered discriminatory such as by race, color, national origin, religion, gender, sexual orientation or disability. You may list priorities and preferences for how you will score and consider applicants in the displayed criteria and any rubrics.

Common criteria and/or eligibility considerations could include any of the following:

- Academic success
- Leadership roles
- Personal character
- School involvement and participation in extra-curricular activities
- Community service or commitment to a certain cause
- Intended major/field of study/career path
- Life experiences/interests
- Financial need
- Work experience and other related/important experiences

After the criteria is set and has been published for a given year, it cannot be changed. Changes may be made to published criteria after the award has been given and prior to scholarship criteria being publishing the following year. Window to make changes to scholarship criteria is July 1st - December 1st.

Conflict of Interest

Per IRS regulations, the person(s) or committee member(s) that select recipients and/or fund the scholarship cannot be in a position to receive benefit, directly or indirectly for themselves or family members. If a conflict of interest is suspected, the Executive Director of the Snohomish Education Foundation should be contacted immediately at 360.568.5292.

If a conflict of interest is reported, the Executive Director and the SEF Scholarship Committee will make selections.

Selection Process

Scholarship sponsors will be notified by letter of availability of applications for review and selection, with instructions for software platform use.

Selections should be made based on unbiased review of all eligible applicants and published scholarship criteria. Selections may be made by sponsors, sponsor selected independent review, or by the Snohomish Education Foundation Scholarship Committee.

All selections must be made by the deadline set each year, typically mid to late March. Selections will then be reviewed by the Board of Trustees and approved at the April Board of Trustees Meeting as due diligence to ensure that selections are qualified.

*Any selections not made by the deadline will defer to the Snohomish Education Foundation Scholarship Committee for selection.

All scholarship applications and materials submitted are confidential.

Applicant names and contact information will be protected to the best of our ability to ensure student privacy and ensure an equitable selection process.

All scholarship applicants will acknowledge that materials submitted are accurate to the best of their knowledge as part of the submission process.

Recipient Selection

Scholarships can only be awarded to students who have applied. If there is no student qualified for selection in a particular scholarship year, the funds will remain in the sponsor's restricted fund with SEF and will be made available the following year.

A selection of one recipient per award with one alternate recipient is required.

If there is only one eligible applicant then an alternate selection is not needed.

With our mission and the goal of the Local Scholarship Program in mind, SEF prioritizes diversifying scholarship distribution across candidates, while still keeping with the integrity of each scholarship criteria, candidate qualifications, and sponsor selections. We will ask sponsor selected scholarships to provide alternates and at times, we may request awarding to an alternate candidate.

Award Distribution

The Snohomish Education Foundation will notify recipients of their award following Board vote and approval at the April board meeting.

Scholarship sponsors will be invited to attend the award ceremonies at AIM, Glacier Peak, and Snohomish High Schools. Sponsors will have the opportunity to meet their recipient.

If the recipient is entering into a post-secondary education program that is not a traditional school and has been awarded a scholarship to support their post-secondary education, the fund distribution will be outlined by SEF and agreed to by the Executive Committee / Board of Trustees to ensure the payments and processes align with IRS regulations and all other policies and procedures.

The Foundation will be responsible for the management and disbursement of the scholarship funds. The Foundation will provide the Donor with an annual update detailing the status of the Fund, the criteria, who was the recipient of the funds and any next steps or changes that need to be made for the next cycle.

Inactive Scholarships

Scholarships with balances under \$500 will be deemed abandoned after a period of two years of inactivity. For scholarships with balances of \$500 or more, after one phone call and one registered letter to the last known contact and address of the sponsor, are unsuccessful, the account will then be closed and funds will be transferred to the SEF unrestricted general fund.

Promotion

Unless requested in writing to SEF, all donations are made public and sponsors and donors will allow photos to announce and promote the scholarship awards.

SEF does promotion of scholarships across its social media channels, on its website, and directly to students via the school career counselors, clubs and organizations affiliated with the high schools. We also will feature scholarships and scholarship sponsors in our newsletters and on our social media throughout the year.

SEF encourages scholarship sponsors to promote their own scholarship(s) however they would like to in order to get in front of as many students and community members as possible. If you tag SEF in your posts, we will also cross-promote these as possible.