



H.B. Plant High School

Guidelines for Establishment of a Scholarship

Scholarships may be established for the purpose of supporting the academic endeavors of Plant High School (PHS) students, teachers, faculty, staff and graduates.

1. A New Scholarship Establishment Form shall be completed, signed by the Donor and accepted by the PHS Principal. This form and all related documentation will be kept on file and shall be maintained by the Academic Foundation Assistant Treasurer and the PHS College & Career Counselor.
2. All Scholarship funds established with the PHS Academic Foundation shall be approved by the President of the PHS Academic Foundation, the PHS Principal and the PHS College & Career Counselor.
3. Scholarship name, award amount, frequency, selection process and administration processes shall be determined by the donor along with input from the PHS Academic Foundation President and/or Treasurer, the PHS Principal and the PHS College & Career Counselor. Any changes subsequent must be approved by all parties.
4. Any interest earned by Scholarship funds will be transferred to the Academic Foundation General Fund (to be dispersed according to the Academic Foundation's mission as directed by the Foundation Board).
5. In the event the balance of the Scholarship Account funds become depleted down to a balance at or below \$100, the fund balance will be transferred into the General Fund (to be dispersed according to the Academic Foundation's mission as directed by the Foundation Board).
6. An annual report will be mailed to the Scholarship's Designated Primary Contact each year and will detail the financial activity of the Scholarship for the previous year.



H.B. Plant High School

New Scholarship Establishment Form

Name of Scholarship: _____

Donated By: _____

Designated Contact Person: _____ Phone: _____

Address: _____ City/State/Zip: _____

Email: _____ Other: _____

Scholarship Purpose: _____

Scholarship Criteria: _____

Selection Process: _____

Award Presenter: _____

Funding Terms (select one below):

____ ANNUAL DONATION: An annual donation will be made each year and the full amount is to be used for awarding a Plant student or graduate as outlined. Funding should be in place by January 1st in order for the scholarship to be offered and awarded for the current school year.

Annual Amount to be Awarded: \$ _____
Duration of Scholarship (in years): _____ years

-OR-

____ LIMITED (LUMP SUM) DONATION: A one-time, lump sum, donation is made intended to fund an annual scholarship award(s). Scholarship(s) to be given each year until the original donation balance has been depleted (as defined to a balance at or below \$100).

Lump Sum Donation Amount: \$ _____
Annual amount to be awarded: \$ _____
Duration of Scholarship (in years): _____ years

Any interest earned by Scholarship funds will be transferred to the Academic Foundation General Fund (to be dispersed according to the Academic Foundation’s mission as directed by the Foundation board).

In the event the balance of the Scholarship Account funds become depleted down to a balance at or below \$100, the fund balance will be transferred into the General Fund (to be dispersed according to the Academic Foundation’s mission as directed by the Foundation board).

Signature of Donor

Accepted By (PHS Principal)

Print Name

Print Name

Date

Date