



## ESTABLISH A SCHOLARSHIP

Setting up an Educational Scholarship Fund can be a way to give back to your community or honor a loved one. Here are some considerations for the type of scholarship fund you would like to establish. With your guidance, Harford County Education Foundation will administer the Education Scholarship to include such tasks as: creation of the scholarship application form, promotion, the application process, selection process according to your stated criteria, award process with the student and the college they attend, student monitoring and fiscal reporting requirements. You will receive a letter from the student during their college years keeping you informed of their academic and college experiences.

**Determine what type of scholarship you want to set up (based on duration of the award):** (a) A One-Time Scholarship – a one time donation exhausted when awarded. (b) An Annual Scholarship – fund it annually, periodically or a one-time donation to be distributed over a period of years until exhausted. (c) An Endowed Scholarship - a self-sustaining fund with the interest earned on the account funding the scholarship.

**Decide how much the scholarship will award annually and how you will fund it.** (a) How much and how often will you contribute to the fund? (b) Can you get others to contribute on a one-time or periodic basis?

**Establish the criteria for the award.** By answering the questions below, you will have the information needed to establish the criteria.

**Name your scholarship fund below:**

\_\_\_\_\_

Business/Org name (if applicable) \_\_\_\_\_

Contact: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Questions to determine scholarship award criteria.**

1. What type of scholarship would you like to establish?

- A one-time award
- An annual award for \_\_\_\_\_ years

2. What would you like the amount of the award to be? \_\_\_\_\_

3. How many awards would you like to make each year? \_\_\_\_\_

4. Must the college attended by the recipient be accredited?

- Yes
- No

5. What type of college may recipients attend?

- Any, including community college, four-year, certificate or vocational
- Four-year only
- Graduate school
- Private
- In Maryland
- Anywhere
- Other \_\_\_\_\_

6. How many units must the student enroll in each quarter/semester?

- Part-time (six units or less)
- Part time (a minimum of six units)
- Full time
- No requirement

7. From what high school must the student be graduating?

- Any
- Any in Harford County Public Schools
- Did not graduate from a high school but obtained a GED
- The following specific high school(s)

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8. With regard to college enrollment,

The student must be a graduating high school senior at the time of application

Other \_\_\_\_\_

9. Does the student need to be a United States citizen?

Yes

No

10. With regard to the applicant's residential status in Harford County, the student must

Be a Harford County native

Be a Maryland native

Have lived there for \_\_\_\_\_ years

No requirement

11. In order to be eligible for this scholarship, the student must demonstrate financial need.

Yes

No

12. In order to be eligible for this scholarship, academic merit is a factor.

Yes

Students must graduate from high school with a minimum GPA of \_\_\_\_\_

No

13. Often the most successful college students are those who are well-rounded during their high school years. Eligibility for this scholarship includes an assessment of the students' other activities during their high school years.

Yes

Such an assessment includes consideration of the following:

The student had to work a part time job while enrolled in high school

Community and leadership involvement

Involvement in sports

Volunteer work

All of the above

Other \_\_\_\_\_

No requirements

14. Are there other circumstances that should be considered when making the award?

Yes

Field of study \_\_\_\_\_

Family situation

Disabilities or illness

Other \_\_\_\_\_

No

17. To whom should communication from any recipient be forwarded?

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**Mail completed form and payment to:**

**Harford County Education Foundation  
260 Gateway Drive, Suite 21A  
Bel Air, MD 21014**

**Or email completed form to: [connect@harfordeducation.org](mailto:connect@harfordeducation.org)**