



Helping Build Someone Else's Future: Creating Named Scholarships

Scholarships are an excellent way to support promising and deserving students by assisting them with their education costs. Donors often see such scholarships as a meaningful way to honor or memorialize friends, teachers, or family members.

Most commonly, donors contribute to specific programs within a school. However, sometimes, the family may want to do a named scholarship to honor a family member or other person they desire to recognize. In this case, the most straightforward and most efficient method is to rely on a charitable organization like Calabar Alumni Florida and its scholarship selection committee, working with the school's guidance department, to advertise, screen for qualified applicants and administer the scholarship. Funds from the Donor support the named scholarship in the name chosen by the Donor. Calabar Alumni Florida, along with the Donor, agrees to the terms of the scholarship agreement.

An example:

- Mr. Utmost wants to establish a scholarship in memory of his mother, who was a teacher at Calabar. Mr. Utmost and Calabar Alumni agree on a target annual funding level and the selection criteria that the selection committee would use in qualifying applicants (Mr. Utmost family members were not eligible to apply for the scholarship.)
- Each year, Calabar Alumni Florida confirms the level of commitment from the Donor and proceeds to advertise the scholarship in coordination with the guidance department. Calabar Alumni Florida's scholarship committee administers the program and selects from the verified candidates who have applied for the scholarship to name the scholarship awardees. (Mr. Utmost may be on the scholarship committee but may not have a majority vote).
- Each year, Mr. Utmost provides the funds, no later than 30 days before the start of the school year, to Calabar Alumni Florida to fund the scholarship awards in memory of his mother.

Note: Per IRS guidelines, as it pertains to scholarships, the Donor can serve on the committee but cannot be a deciding vote on identifying qualified applicants. The Donor may not amend the scholarship decision in any way, nor can any relatives of the donor receive grants from the scholarship.



NAMED SCHOLARSHIP – DONOR INFORMATION

To create a named scholarship, donors must provide the following information below.

Minimum Donation Amount required: US \$1,000 per student.
Donation Deadline: August 15, prior to the start of the school year.

Scholarship Name		
To Established in which School Year	E.g. 2021-2022	Is this funding intended to be? Annually <input type="checkbox"/> One-time <input type="checkbox"/>
Donation Amount	Total Amount:	How many students on scholarship? (Min. \$1,000 per student)
Donor Name(s)		
Donor Contact Information	Email Address(es)	Mobile Number(s)
<p>Mandatory Minimum Eligibility Requirements for all scholarships* (per Calabar Alumni Florida)</p> <ol style="list-style-type: none"> 1. The student must demonstrate and maintain sound academic performance or progress. 2. The student must demonstrate financial need or hardship. Proof of financial need can be satisfied by one of the following: a) identified by School Guidance Counsellor(s) as a student from a family with financial hardship or b) a letter of reference from a respected member of the student's community that attests to the financial hardship. (E.g., Church pastor, coach, etc.) 3. The student must have a co-curricular activity such as being in a club/society or participating in a sporting activity. 4. The parent(s) or guardian of the student must consent and sign the application. 		
<p>State any additional specific requirements (to established by Donor) e.g. recipient must be a cadet.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>		
Signature		Date