

## **Conroe Independent School District**

### **Scholarship Guidelines for All Parent Organizations**

Following are guidelines for parent organizations concerning scholarship programs. Your organization's scholarship criteria should be in your by-laws. Please send a copy of your scholarship program and a sample scholarship application to your Principal and to Internal Audit, 3205 West Davis, Conroe, TX, 77304-2098.

1. Your scholarship program should:
  - a. Describe the type of scholarship and what the money can be used for. Ex: One-time, renewable, or four year scholarship to be used to further their education at a 2 or 4 year public/private college or accredited vocational school or trade school. Specify if money can be used for tuition, books, or any expenses.
  - b. Describe the specific criteria to determine who is eligible to apply. Criteria cannot be discriminatory, based on race, national origin, sex, parents participation or donations to the booster club, number of hours devoted to fund raising, or amount of dollars raised by the parent or applicant in regards to fundraising.
  - c. Describe the specific criteria you will use to select recipients. Ex: Prior academic performance, SAT or ACT scores, financial need (how to be determined), community involvement, work experience, interview with scholarship committee, class rank, years in program, etc. See item b for criteria that cannot be used.

- d. Explain who will be on the selection committee for the scholarships, and the method of selecting and replacing the committee members. Members should be picked to ensure unbiased selections.
  - e. Describe how you determine the number of scholarships that will be given annually.
  - f. Describe how you determine the amount of each scholarship. Ex: Fixed dollar amount or amount based on % of bank balance and number of applicants to be awarded scholarships. The dollar amount cannot be based on number of hours applicant or parents participated in fund raising.
  - g. Explain if the scholarship is for more than one year, and the procedures used to determine whether the recipient should continue receipt of the funds for additional years. Ex: Recipient still enrolled, maintaining certain GPA, carrying required number of hours, or in good standing.
2. Your group must publicize the scholarship program to all participating students. Ex: Club meetings, email, website, school sponsor, etc. Include where and when scholarship applications can be obtained, the application deadline, and where or how to turn the completed application in.
3. Your group should maintain files showing recipients of the scholarships, including names, addresses, purpose of award, amount of each scholarship, manner of selection, and relationship

to officers or donors of funds. Per the Internal Revenue Service these records should be maintained for seven years.

4. University Interscholastic League recommends that the scholarship checks be made out to the college and mailed directly to the financial office of the accepted college.

These guidelines are based on requirements of the IRS Form 1023 Application for Recognition of Exemption; Schedule H Organizations Providing Scholarships and University Interscholastic League.