



## C. E. Byrd High School Alumni Association

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### Guidelines for Establishing a Scholarship

Interested in starting a scholarship fund? Setting up a named scholarship through the CE Byrd High School Alumni Association helps the school use our resources to deliver the best education and experience possible for our incredibly talented students. Establishing a scholarship also provides a naming opportunity that's a very meaningful way to honor people who have had a major impact on your life. We will post the scholarship on the website for other alumni to donate and help support the cause as well. If you're considering creating a new scholarship, here are the basic steps to get you started.

#### Step 1: Determine Type of Scholarship Fund

The first step is to determine whether you would like to establish an "endowed" scholarship or an "annual" scholarship:

- **Endowed Scholarships**  
Endowed scholarship funds are designed to be permanent and perpetual and can be created with gifts totaling a minimum amount of \$15,000, contributed in full at the outset or with an initial commitment that is added to over time until the endowment level of \$15,000 is attained. The principal of the fund is invested to produce income, and an annual award is made to a student(s). The principal remains untouched, so the endowment can last into perpetuity.
- **Annual Scholarships**  
Annual scholarships can be established with a minimum outright gift of \$500. An annual commitment of at least \$500 per year for four years is recommended, and the annual gift is awarded to recipients over the four-year period. Unlike an endowed scholarship described above, an annual scholarship is not a permanent fund and is awarded only as long as you (or others) choose to contribute to the fund.

#### Step 2: Choose Scholarship Name & Establish Scholarship Criteria

As a scholarship donor, you choose the name of the scholarship as well as the criteria. The [Alumni Association](#) is available to help you create the criteria for your scholarship. Endowed and annual scholarships at CE Byrd are awarded to deserving students based on area of interest, leadership potential, merit, financial need, academic achievement and/or other criteria. The CE Byrd Alumni Association and CE Byrd High School must agree to any special award conditions established by the donor.

#### Step 3: Administration of Scholarship Funds

Typically, a selection committee, or department head, carefully reviews the scholarship applications submitted by students and selects the most deserving recipient(s) based on the donor-established criteria. Major contributors to a scholarship fund are notified annually when the scholarship recipient(s) has been selected and are informed of the name of the recipient, as well as the amount of the award. Recipients often write a thank-you note to the donor, and in some cases, the recipient and donor are able to meet.

Ready to begin?

Contact us @ [byrdhighalumni@gmail.com](mailto:byrdhighalumni@gmail.com)