This form is to be used as a guide to establish a scholarship and, once accepted by the donor and the Foundation, as the documentation for the management and administration of the scholarship.

1. Scholarship Name: ________________________________

2. The scholarship is to be awarded to:
   - [ ] Currently enrolled FVTC students
   - [ ] High school seniors planning on attending FVTC
   - [ ] Students enrolled in the ________________________________ program
   - [ ] Students enrolled in any degree-granting program
   - [ ] Other, please specify ________________________________
   - [ ] Students enrolled full time
   - [ ] Students enrolled in a degree program, but attending part time
   - [ ] Other, please specify ________________________________
   - [ ] Students entering a program
   - [ ] Students who have completed: _____ one semester, _____ two semesters
   - [ ] Students with demonstrated merit (academic performance)
     - If desired, state minimum GPA _____
   - [ ] Students with financial need (as determined by scholarship manager)
   - [ ] Other, please specify ________________________________

3. Please specify any other requirements applicants for this scholarship must meet (i.e., residency, membership, relationship, employment, leadership ability)

4. The scholarship should be awarded in the: _____ Fall _____ Spring

5. The award is to be:
   - [ ] Deposited in the student’s account to be used for tuition and books
   - [ ] A cash award
   - [ ] A cash award only if the student has tuition and books paid for by an outside agency

6. The scholarship is being established as an:
   - [ ] Expendable Scholarship—Amount of the award will be: $ ________________
   - [ ] Endowed scholarship—Endowment amount: $ ________________
The award will appear in Fox Valley Technical College Foundation literature as follows (to be written by the scholarship manager):

The scholarship dollars awarded to a recipient will be available for their use for a stated period of time. Upon expiration of that time period, any remaining unused award dollars will be transferred to the Fox Valley Technical College Foundation’s General Scholarship Fund. Dollars from the General Scholarship Fund can be distributed with the approval of the Scholarship Director.

I am in agreement with the above information. I will notify the FVTC Foundation of any desired criteria changes and will be the contact person until further notice to the Foundation.

Name: ____________________________
Representing: ____________________________
Address: ____________________________
Telephone: ___________ E-mail: ___________
Signature: ____________________________
Date: ____________________________

*The Foundation will notify the contact person currently on file of the recipient and invite the contact person to the awards program. If that person, or a representative, is unable to attend, the Foundation will ask a college representative to present the award.*

On behalf of Fox Valley Technical College Foundation, I agree to administer this award according to the above criteria and to provide ongoing communication with the contact person.

______________________________
Date: ____________________________

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