



**Weston Public Schools
Scholarship Fund Creation**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Scholarship Fund Creation	Revised Date:	May, 2012
Policy: No funds may be established or maintained for purposes that are not fully and accurately described within the records of the WPS.			
The purpose of the Scholarship Fund Creation procedure is to outline the information needed to propose a new scholarship fund. In addition, information is provided on the approval process.			
Completed By:	Scholarship Donor	Reviewed By:	School Administration School Committee
Approved By:	School Committee	Entered By:	Assistant Superintendent for Finance and Operations, Town Treasurer
Form Title:	Scholarship Fund Creation	Estimated Time Frame:	As Needed

Process for Completion:

Weston Public Schools is fortunate to have individuals interested in proposing scholarship. Most scholarships assist students with the financial burden of either furthering their education or seeking opportunities outside of a formal education.

Scholarship funds are held as a trust fund by the Town of Weston. All trust funds maintained by the Town of Weston are managed by the Commissioners of Trust Funds. The Commissioners of Trust Funds develop investment philosophy and strategy for the investment of securities held in the Town's various trust funds, including endowed scholarship funds, school and library trust funds, and litigation settlement trust funds

An individual or group of individuals interested in establishing a scholarship fund should provide the Assistant Superintendent for Finance and Operations with the following information:

- Proposed name of scholarship fund;
- Approximate amount of initial deposit; and
- Draft trust language (see below for guidelines).

Trust language must be clearly written and include multiple pieces of information.

The trust language must address the following:

1. How many scholarships are awarded each year?
2. What are the selection criteria? For example, a student might be chosen based on their grade point average, family income level, extracurricular activities, gender, etc. Please be specific in the language as this will be the guidelines to all future selection committee members.
3. Who selects the awardees? What positions are included in the committee (Principal, Guidance Department Head, etc.)? Will a member of the donor family participate in either the selection committee or handing out the award at Awards Night?
4. How many awards are given annually?

5. There are three options to determine the amount of the annual award:
 - a. Flat amount;
 - b. A percentage of the prior year's earnings; or
 - c. A percentage of the principal balance and earned income.

The method of distribution will be the main contributing factor to how long the fund remains in existence.

6. If the award is based on a family's need, how would one quantify need? For example, a criteria might be that the family provide a copy of the previous year's tax return demonstrating income levels do not exceed x% above the United States Health and Human Services Poverty Guidelines. If the award is needs based, our practice in the District is to have the Assistant Superintendent for Finance and Operations handle all financial discussions with families to maintain confidentiality.
7. Is payment made to the recipient or the educational institution? It is recommended that the tax implications of each option be weighed before the trust language is finalized. Please consult with a tax professional when making this decision.
8. Who has the authority to dissolve the fund? What are the contributing factors to closing out the fund?
9. Will the fund accept donations on an ongoing basis? If so, how will the benefactor expect to make this option known to others?

Each proposed Scholarship Fund will be reviewed by the Administration and School Committee.

A discussion of the trust fund will occur at a scheduled School Committee meeting as an item of business. The benefactor, or representative, is encouraged to attend and provide an overview of the proposed scholarship funds.

The School Committee, with input by the Superintendent, will make the final determination of whether or not to accept the Scholarship Fund.

For additional information, please contact:

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Weston School Committee Policy:	Student Awards and Scholarships, JM		