

Scholarship Policy and Procedures

Thank you for your interest in supporting a student(s) from Richmond Public Schools in continuing their education. Your creation of or contribution to a scholarship is greatly appreciated. Following are the policies and procedures that have been established in order to ensure the timely awarding of scholarships and complete accountability for all monies donated to support these scholarships.

Policies

- The minimum scholarship amount to be administered by the Foundation is \$1,000.
- Scholarships may be one time awards or sustaining scholarships to be awarded annually.
- Memorial donations of less than \$1,000 will be placed in the general scholarship fund or in an existing scholarship.
- Donors requesting to establish a scholarship in an amount of less than \$1,000 shall be given the option of increasing the amount, placing the donation in the general scholarship fund, or placing the donation in an existing scholarship.
- Requests to establish a scholarship shall be made by letter or email to Foundation's executive director at RPS Education Foundation, 301 North 9th Street, Richmond VA 23219

Procedures

- Richmond Public Schools administration shall designate a scholarship selection committee annually. This committee may have a Foundation Trustee as a member and shall include representation from the donor family/organization if requested by the donor.
- Minutes of the selection committee shall be taken and reflect the action of the committee. A copy of the minutes shall be provided to the Foundation at the completion of each selection process.
- The committee shall establish internal procedures and meeting times.
- The committee shall provide the Foundation with the name and mailing address of the recipient for each scholarship.
- All applications will be due to the scholarship selection committee no later than the published date.
- RPS administration will provide transcripts for all applicants to the student, guidance counselor or scholarship selection committee.
- Once the Foundation has been notified of the recommended recipients for the scholarships, the Foundation will notify the individual students of their selection and inform them of the enrollment notification requirements.
- The Foundation will produce an award letter and arrange for the donor representative or Foundation representative at the awards ceremony at each high school.



Request to Establish a Scholarship

Instructions: Please complete all items below and mail the request along with the donation to support the scholarship to Richmond Public Schools Education Foundation at the address below.

Policy: Scholarships administered by the Foundation must be a minimum of \$1,000. Donations less than \$1,000 to support scholarships will be placed in the general scholarship fund or to support an existing scholarship listed below.

Name of scholarship: _____

Amount of scholarship (minimum \$1,000) _____

Sustaining scholarship to be awarded annually: Yes _____ No _____

Please list criteria for scholarship applicants, i.e. grade point average, specific major, one time award.

One time scholarship to be awarded in the next class year: Yes _____ No _____

Memorial donation (less than \$1,000) in the amount of \$ _____ to support the following:

_____ Deborah Jewell-Sherman Scholarship for Education

_____ Darlene Chaney Memorial Scholarship

_____ Benjamin J. Lambert, III Memorial Scholarship

_____ General Scholarship Fund

Donor Information:

Donor Signature: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Amount enclosed: \$ _____. Please send this completed form along with any additional information to further describe the scholarship purpose or recipient criteria to:

Richmond Public Schools Education Foundation

301 North 9th Street, 17th Floor, Richmond, VA 23219

adele.johnson@richmond.k12.va.us

804.780.8623