

## **The Scholarship Fund of Concord and Carlisle Affiliate Guidelines**

The mission of The Scholarship Fund of Concord and Carlisle is to provide need-based financial assistance to students with demonstrated financial need.

The Scholarship Fund of Concord and Carlisle provides a service to many scholarship organizations. Affiliation with The Scholarship Fund simplifies the scholarship application process for students, families, and community organizations. It consolidates awards notification to students, consolidates awards notifications and payments to colleges, and furthers the equitable distribution of community scholarship resources.

The services provided by The Scholarship Fund include:

- Create the application forms, financial aid info, and instructions for posting on our website
- Script and place announcements in local newspapers and CCHS daily bulletins to alert students and families of application availability and deadlines
- Attend financial aid events at CCHS to raise awareness of scholarships
- Attend occasional affiliate meeting or event to reinforce the mutual relationship between affiliates and The Scholarship Fund
- Respond to email inquiries about application and financial forms as deadlines approach
- Assist applicants in understanding their college financial aid packages
- Process applications: review for accuracy, contact applicants regarding missing information, enter student data in spreadsheets and determine financial need
- Investigate college statements about treatment of outside scholarships
- Coordinate all arrangements for Interview Night at CCHS Guidance Office and conduct the interviews
- Schedule all interviews and coordinate students' scheduling conflicts
- Match affiliate award to student, based on affiliate award preferences and student need
- Oversee affiliate award decisions to facilitate equitable distribution of awards to eligible recipients
- Prepare and mail award notification letters to recipients and colleges. Respond to subsequent questions from recipients and colleges
- Respond to subsequent questions from recipients and colleges
- Process payments to appropriate college office and respond to any changes regarding enrollment

In the spirit of community camaraderie, The Scholarship Fund offers these services at no cost to our affiliates. In return, we ask our affiliates to follow a few guidelines that will enhance our mutual goal to help students achieve their goals.

- Affiliates are expected to pay their award funds, in full, to The Scholarship Fund by

May 1<sup>st</sup>, unless prior arrangements have been made.

- In publicity, press releases, advertising, printed materials, and at special events, affiliates are asked to link their name with The Scholarship Fund to clearly communicate the relationship between the two organizations. Examples include, but are not limited to:

- *The Rotary is an affiliate of The Scholarship Fund of Concord and Carlisle.*
- *Susie was awarded The Rotary Scholarship, administered by The Scholarship Fund of Concord and Carlisle.*
- Please note our name is The Scholarship Fund of Concord and Carlisle with a capital T in “The”.
- When printed materials are prepared for special events promoting your scholarship it is our hope that The Scholarship Fund brand signature (Fig. 1) will be used whenever appropriate (example: Fig. 2).
- Questions about the use of The Scholarship Fund brand signature can be addressed to Priscilla Sturges at [pw.sturges@comcast.net](mailto:pw.sturges@comcast.net) .
- State clearly that you are raising money for your own scholarship that is administered by The Scholarship Fund of Concord and Carlisle. Example: *The Rotary held a golf tournament to benefit the Rotary Scholarship Fund administered by The Scholarship Fund of Concord and Carlisle.*
- Please do not use wording such as: *The Rotary is raising money for The Scholarship Fund of Concord and Carlisle.*

Questions regarding these guidelines may be addressed to [info@thescholarshipfundofcc.org](mailto:info@thescholarshipfundofcc.org) .

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figure 1.

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Sample of a 4' x 2' special event banner:

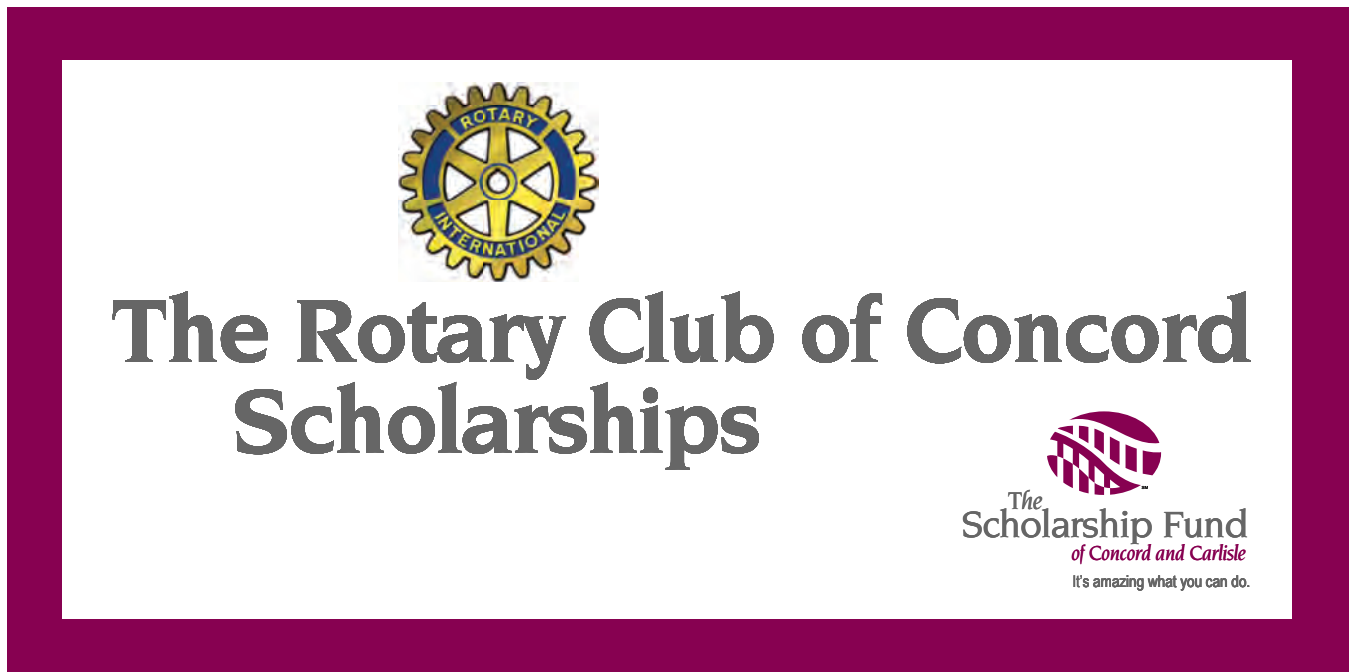


figure 2.