



## Establishing a Scholarship Fund

Thank you for your interest in changing lives - one SUHI student at a time! The SUHI Foundation offers great flexibility in establishing a scholarship fund that will support Sweetwater High School students in pursuing their higher education goals.

Scholarships awarded through The SUHI Foundation are not just “a check” but rather provide a more comprehensive and supportive community, all of which helps ensure that our students will persist through their schooling and ultimately obtain a degree or certificate. We achieve this mainly by:

1. Offering relevant programming to students at the beginning of their journey and throughout - including through the Summer Luncheon, Freshman Success Workshop, Winter Workshop, Mentorship Program, Periodic Check-Ins, Ongoing Communication, etc.;
2. Setting expectations and requiring accountability that results from the scholarship administration processes we’ve established, specifically the Annual Scholarship Renewal Requirements;
3. Providing broader community support, both from within the current SUHI Scholars peer cohort as well as from the growing base of SUHI Scholar alumni who contribute in meaningful ways (mentoring, presenting, welcoming, and donating).

Setting up a fund is easy! The SUHI Foundation will prepare a Memorandum of Understanding (MOU) in which the sponsor defines the preferred “set up” specifics as well as the criteria for the scholarship award. Please provide the following:

- A. Scholarship Name and Description** - You may choose to establish the scholarship in your own name, a family name, in memory of an individual(s), your reunion class, or any other reasonable title. To see currently established scholarship names and criteria, visit <https://thesuhifoundation.org/educate/how-to-apply/scholarships/>.
- B. Originator** - Designate a person(s) who will be the main point of contact for general and funding communication as well as make decisions about the fund and scholarship award(s).

- C. Committee** - If you would like to review applications and make award recommendations, you will need to establish a Committee with 2 or more members, which may include the Originator(s). You may instead choose to defer the application review and award recommendation to The SUHI Foundation's "At-Large" Scholarship Committee, members of which will objectively evaluate the applicants against your established criteria.
- D. Award Commitment** - Decide how many scholarships, the dollar amount of each, and whether it is a single-year or renewable (for up to 4 years) award.
- E. Institution Type** - Establish whether your scholarship is to be awarded to a university-bound student (\$1,000 minimum), or a community college- or trade/technical school-bound student (\$500 minimum).
- F. Criteria** - Determine other requirements your Committee wishes to establish, such as minimum GPA, school attending, major of study, courses/activity completed, specific experience/background, current senior or graduate of SUHI, socio-economic status, etc.
- G. Fund Type** - You may choose to make a donation to fund a scholarship(s) just in the upcoming year (an "Annual Fund"), or a more sizable contribution up-front that can be awarded over a longer period of time (either "Quasi-Endowment" or an "Endowment" - as described in the MOU) .
- H. Donations** - Your fund can be structured to simply receive "private" donations from one or a few sources, or as a fund that is open to broader/public "fundraising", including with our support for online donations through our website. Donations received in excess of the current year scholarship award will be held and accounted for separately, then available for future year awards.

*Ready?* Please complete the "[New Scholarship Fund Information Form](#)" so that we can prepare your MOU. New scholarship fund commitments must be established by January 15th and all donations received no later than February 15th of the year in which you wish the scholarship to be awarded.

*Questions?* Please contact Martha Juarez, Executive Director of The SUHI Foundation, at (619)240-4702 or by email at [mjuarez@thesuhifoundation.org](mailto:mjuarez@thesuhifoundation.org)