



Scholarship Set Up Agreement Worksheet

Did you know that you can set up a scholarship with the Albany Public Schools Foundation in the name of your business, family or in memory or honor of an individual? In 2023, the Foundation gave out 140 scholarships totaling \$197,200 to graduates from our three high schools: South Albany, West Albany and Albany Options School.

Here's how it works:

1. An individual or business creates a new scholarship of at least \$500 with the Albany Public Schools Foundation (APSF).
2. The scholarship must be for a qualified graduating senior from South Albany High School, West Albany High School, or Albany Options School. The Foundation will work with you to set up scholarship applicant criteria.
3. You must contact us before December 1st to set up and finalize your scholarship. The sooner the better as the matching funds are limited.
4. You will have the option to be involved in the selection process and join the Foundation in presenting the scholarship at the high school scholarship awards ceremony. Unless otherwise requested, you will also be listed in APSF scholarship-related press releases, newsletters, and social media posts.
5. We make it easy for you! Albany Public Schools Foundation will manage the entire scholarship process including the application, allocations, student communications, and reporting. Awarded scholarship funds are paid directly to the college business office of the school that the scholarship recipient attends. If the student does not fulfill the requirements of the scholarship, funds are returned to your specific scholarship fund at APSF for disbursement to future scholarship applicants.

Scholarship Criteria

Type of scholarship

- Business – In the name of your business or organization
- Memorial – In the memory of a person
- Honorarium – In honor of a person
- Other: _____

What is the name of the scholarship? (Examples – Diane Smith Memorial Scholarship, Lukesic Family Scholarship, ATI Scholarship)

What is the purpose of the scholarship? (short scholarship description)

What is the dollar amount of the scholarship? \$ _____

Is this a matching scholarship (for new scholarships of \$2500)? Yes No

Note: We have a limited number of first-year matches for scholarships with a minimum of \$2500. For that first year, you will be able to offer one \$5000 or two \$2500 scholarships and it will only cost you \$2500 plus the 5% admin fee of \$125. The 5% admin fee is based on your \$2500 donation, not the match.

Total amount (scholarship + 5% admin): \$ _____

Note: There is a 5% fee assessed on scholarship donations. This helps fund the administration of the scholarship process including accounting, allocations, student and college communications and reporting. Please add 5% when calculating your scholarship donation.

How many scholarships are you offering? _____

Over what time period will the scholarship be paid out? (1yr, 2 yr, 4 yr) _____

Students can apply for your scholarship(s) from the following school(s):

- West Albany High School
- South Albany High School
- Albany Options School

Scholarship criteria (what information is most important for selection?)

Selection and Awards Process

Would you like to be part of the selection process (choosing the winner of your scholarship)? If not, the Foundation will choose the scholarship winner.

- Yes
- No
- Maybe

Would you like to present the scholarship award at the high school awards ceremony? If not, the Foundation will present it on your behalf.

- Yes
- No
- Maybe

Contact Information

Contact Name: _____

Business Name (if applicable): _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Authorized Signature:

(Print): _____ Date: _____

- Invoice me

The Albany Public Schools Foundation Scholarship committee will contact you to set up a meeting and finalize scholarship details prior to offering the scholarship. For questions or to schedule a meeting, please call our office at 541-979-2773.