



## Establishing an Annual Scholarship

### Requirements

- A minimum award of \$1,500 is required, and we ask for a commitment of at least four years.
- Scholarships are only available to Chapter students who have participated in our program for at least two years.
- The scholarships are awarded through a competitive essay process. The Scholarship Chair "anonymizes" the submissions for review by either our Scholarship Committee, the funding source, or a committee of individuals from the funding source.
- Our students can apply for all available scholarships, but a student can only receive one Imprints of Honor scholarship. We reserve the right to award scholarships to second or third choice candidates, should the primary candidate also be selected to receive a scholarship award of higher monetary value.
  - A caveat: Should a donor have an existing scholarship program, and wish to establish a scholarship designated for our students, and the awarding and administration of the scholarship is retained by the donor (no funds transferred through Imprints of Honor), then students would be eligible for both our scholarships and the established scholarship.
- Scholarship awards of \$5,000 or less are distributed directly to the student.
- Scholarship awards of over \$5,000 are distributed directly to the trade school, college, or university and connected to the student's account through their student ID.
- Should a donor wish to establish a multi-year scholarship, or a scholarship in perpetuity, we will work with the donor to customize the process. Part of the annual contribution will support administration of the scholarship.

### Timing

- Scholarship details should be established by mid-June, so they can be shared during our teacher training later that month.
- Students submit scholarship essays during the month of January, with midnight, January 31 as the deadline. Review and selection should be completed preferably by mid-February, but no later than February 21.
- Scholarship funders will be invoiced in January, and funds should be received by Imprints of Honor prior to notifying the recipient in late February.
- Scholarships are awarded at our Annual Community Reception and Book Signing, which typically takes place in the afternoon on the last Sunday in April.

### Recognition

- Funds donated to Imprints of Honor are tax-deductible [501(c)(3) tax ID 26-4572636] and will receive a tax-receipt letter. Scholarship donations are acknowledged during the award ceremony, in our annual report, and on our website. The awarding of scholarships is also highlighted on our social media channels and in our e-newsletter.



**Decisions to Make**

1. How many annual awards would you like to fund, and at what amount?
  - a. The average size of an annual scholarship is currently \$2,500.
  - b. Some scholarships fund three students each year.
  
2. What attribute(s) are you seeking to recognize with awarding the scholarship?
  - a. Examples of current scholarships:
    - i. Lesson learned from a veteran; skills gained by participation; and how both will guide or have influenced your education and career goals
    - ii. Civic engagement – volunteering with and beyond Imprints of Honor
    - iii. Exceptional service to their chapter and/or the veteran community
    - iv. How travel will help a student become a better citizen of the world
    - v. Academic achievement, Business or STEM major, and student leadership
  - b. Additional ideas to consider:
    - i. Service as a chapter student officer –growing participation, mentoring others
    - ii. What civics literacy means to them based on lessons from veterans and chapter experiences
    - iii. How knowledge of civics will be of benefit to the student’s goals and ambitions as a member of the community, state, nation, and world.
  
3. If the scholarship is to support something other than higher education, what would it support?
  - a. Most scholarships are for community college or university.
  - b. We have one scholarship that supports trade school.
  - c. We have one scholarship that supports travel.
  
4. Is the scholarship only for Arizona students, or students only from another state? \_
  - a. Two current scholarships are Arizona specific.
  
5. Is the scholarship only for high school seniors? \_
  - a. Our travel scholarship is open to all high school students.
  - b. Our multi-year scholarship is also open to college freshmen.
  
6. Is the scholarship in memory of someone, or in honor of someone?
  
7. What would you like to call the scholarship?