

Lewis Center for Educational Research

**BP 9500: BOARD BYLAWS
 SCHOLARSHIP AWARDS**

Adopted: December 8, 2008

Revised: June 10, 2019

The Lewis Center Foundation (“Foundation”) distributes various scholarships at the end of each school year.

The Foundation shall develop criteria for donors and others wishing to establish a scholarship fund as well as for students selected to receive scholarships.

Donors and others wishing to establish a scholarship fund shall:

1. Complete and submit a Scholarship Criteria Form to include: scholarship name, purpose, annual amount, how the fund is sustained, guidelines/criteria, application requirements and the selection process.
2. Direct funds to sustain the scholarship to the Lewis Center Foundation.
3. The scholarship fund balance shall be a minimum of \$500.
4. Scholarship disbursements shall be a minimum of \$500
5. If the balance of the scholarship fund falls below \$500, and there is no activity on the account for 1 year, the fund balance will become part of the Foundation’s general scholarship fund for distribution at the discretion of the Foundation.

Scholarship recipients shall:

1. Complete and submit a Scholarship Recipient Form to include: name, address, phone number, e-mail, name address and phone number of school attending, and new school student ID number.
2. Submit an acceptance letter or confirmation of registration to an accredited college, vocational, technical or trade school.
3. Agree to be responsible for any taxes association with the scholarship.
4. Agree that if for any reason they are unable to attend an accredited college, vocational, technical or trade school, they will return the scholarship to the Lewis Center Foundation.

Scholarship funds must be distributed within one year of recipient’s graduation date. If the recipient has plans that would prevent them from accepting the funds during the first year after graduation, they may apply for a one-year extension of this requirement. Such notification must be received during the first year after graduation. No scholarship funds will be distributed after two years of recipient’s graduation date.