

HOW TO ESTABLISH A SCHOLARSHIP AT THE CUT BANK EDUCATION FOUNDATION & ALUMNI ASSOCIATION

Thank you for your interest in establishing a scholarship to directly benefit the higher education goals of Cut Bank High School graduates. Whether you are a business, CBHS alumni, an invested community member or someone wishing to set up a memorial scholarship, we are here to help throughout the entire process. When establishing a memorial scholarship, we recognize that when someone holds a special place in your heart, it's fitting to honor them. Education is the gift that lasts a lifetime, and memorial scholarships can provide a meaningful way for family, friends and colleagues to honor that special person while celebrating their legacy through future generations of students. Here are 6 common questions people have when looking to create scholarship:

1) HOW DO I SET UP A SCHOLARSHIP?

The easiest way to start the discussion on establishing a scholarship program is to contact the CBEFAA Executive Director at (406)873-2229 ext. 125 or by email at info@cutbankalumni.com

2) HOW MUCH OF THE DONATIONS ACTUALLY GOES TO THE SCHOLARSHIP?

CBEFAA does not charge a fee to administer any of our scholarships. 100% of all scholarship donations are given directly to further educational goals.

3) WHAT HAPPENS WHEN A DONATION IS MADE TO OUR SCHOLARSHIP?

We will accept & credit any donations to the specified scholarship. Donors will receive an acknowledgement of charitable contribution letter from us which can be used for tax purposes and in the case of memorial donations, we will also inform the family of any donations made.

4) HOW DOES THE STUDENT RECEIVE THEIR SCHOLARSHIP?

All CBEFAA scholarship payments are made directly to the student's financial aid office on the agreed upon payout schedule.

5) WHAT SHOULD I CONSIDER?

- **Distribution and award amount:** Scholarships can be awarded to CBHS graduating seniors and/or CBHS Alumni enrolled in a post-secondary accredited program. Typically, scholarships range from \$1,000-\$4000 per award and you may award as many scholarships as you would like.
- **Eligibility requirements:** You can decide the parameters of your scholarship such as attending a specific school, a specific area of study or have a minimum GPA, etc.
- **Frequency:** Scholarships may be given as a one-time award or can be an annual award given out for as many years as the donor would like.
- **Evaluation, selection and notification:** You may determine your own scholarship selection committee or utilized ours. The CBEFAA has established a selection committee composed of three CBEFAA board members, the CBHS principle & Cut Bank School Superintendent.
- **Payout schedule:** Graduating senior scholarships are typically paid in two installments the freshman year of college & CBHS Alumni scholarships are paid in full the 1st semester following the award.

6) HOW WILL MY SCHOLARSHIP BE RECOGNIZED?

The graduating senior scholarships will be awarded at the annual "Celebrating Success" scholarship reception in May. If you would like, you may present the scholarship directly to the student(s) selected for your scholarship. Photos will be placed in the local newspaper & on social media. The Alumni scholarships are not awarded at a ceremony, but we still recognize the students and donors in the local newspaper and social media. All memorial scholarships will also be added to the "CBEFAA Memorial Donation" section on the CBHS digital trophy case located in the high school lobby.