

## **POLICY #: 403**

### **TITLE: Scholarships (General)**

---

#### **PURPOSE:**

The Making Hope Happen Foundation (MHHF) accepts charitable donations in order to award scholarships to students graduating from a school within the San Bernardino City Unified School District. The MHHF has a fiduciary responsibility to donors to award scholarships in a manner that is transparent, fair and maintains the tax deductible status of their gift. This policy discloses the Making Hope Happen Foundation's standards and practices related to the distribution of scholarship funds.

#### **POLICY STATEMENT:**

##### **Selection Criteria:**

The MHHF awards scholarships to student applicants who meet the following minimum criteria:

- Minimum 2.0 GPA
- Applied for Financial Aid (FAFSA or equivalent).

Preference in awarding is given to students who are or are able to:

- Foster or Homeless Youth
- Single Parents (or from a Single Parent Household)
- Dreamers
- Demonstrate Financial Need (i.e. qualify for Free & Reduced Lunch, qualify for Financial Aid)

Students wishing to be considered for a MHHF Scholarship must complete an official scholarship application, which is reviewed by a scholarship review committee. Awards are made based on the committee's recommendation, by the MHHF Board of Directors.

##### **Award and Use Guidelines:**

MHHF Scholarships provide \$3,000 (approximately, the cost of two years of tuition and books for full time attendance at a California Community College) for each student awarded. The number of scholarships available are determined annually based on the budget approved by the MHHF Board of Directors.

MHHF Scholarships, while based on the cost of tuition and books, may be used to pay for other costs of attendance including living expenses or other personal expenses necessary to maintain academic progress.

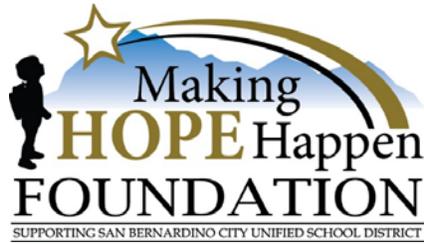
Scholarships must be used to support attendance at post-secondary educational institutions, which include:

- Accredited Universities
- Accredited Community Colleges
- Accredited Trade Schools

---

ADOPTED DATE: JAN 18 2017

REVISION DATE:



## **POLICY #: 403**

### **TITLE: Scholarships (General)**

---

Any other use will require special approval by the MHHF Board of Directors.

#### **Distribution Procedures:**

Scholarships will be distributed to the post-secondary educational institution on behalf of the recipient. In order to access scholarship funds, recipients will be required to show proof of enrollment including a student identification number (if applicable) and the institution's address in order to facilitate accurate distribution.

For fulltime students funds will be distributed in two equal disbursements each made at or near the beginning of two academic consecutive years, unless other arrangements have been requested by the recipient in writing and approved by the MHHF Board of Directors. Release of the second installment is dependent upon demonstration of satisfactory progress toward educational goals which include maintaining fulltime status and a 2.0 GPA.

Part time students may access scholarship funds in increments commensurate with their level of attendance (i.e. half time = 50% annual allocation). Students who are attending part time, may continue accessing funds awarded to them until they are fully depleted or four (4) years have passed since their initial enrollment.

Recipients who choose to enter the military may defer their award for up to two years.

#### **Mentors and Progress Monitoring:**

In addition to financial assistance, the MHHF may assign a college mentor to each recipient to provide informal guidance and monitor progress. Recipients are expected to maintain contact and respond to requests from the Foundation made through their assigned mentor.

#### **Revocation**

The MHHF Scholarship Committee may recommend awards be revoked for lack of progress, or lack of responsiveness on the part of a recipient. All such recommendations will be considered by the MHHF Board of Directors. If an award is revoked, any undistributed funds awarded will be returned to the MHHF Scholarship Program for awarding to other students.

#### **Exceptions**

The MHHF Board of Directors reserves the right to make exceptions to this policy when warranted. Any requests for exception must be submitted in writing. All responses to such requests will likewise be provided in writing.