

## How to **Start a Scholarship** at Bishop Manogue Catholic High School

Starting a scholarship at Bishop Manogue is one of the most profound ways you can impact the life of a deserving student. Our goal is to make establishing a scholarship a smooth process that leaves a legacy for years to come.

A few simple guidelines below illustrate the typical process to begin a scholarship:

**1. We want to hear from you.**

We start, by listening. By understanding if this scholarship is to honor a loved one who has passed, or serve as a subject-specific scholarship (e.g., Science Scholarship), we can then proceed creating something that brings your legacy to life. Our goal is to meet with all of our donors in person to establish their scholarship, however we realize busy schedules may not allow this, so we can set up a phone call if it is more convenient for our donors.

**2. Establish the structure of the scholarship.**

There are a couple different options for how your scholarship will be structured, depending on your financial and personal goals:

**Annual Scholarships:** Bishop Manogue currently has over 40 Annual Scholarships, started by alumni and donors with a special place for Bishop Manogue in their heart. These funds come to us each year to fund the scholarship and the tax write-off is received each year a donation to the scholarship is made. Because it is in the best interest of our students, we require a minimum five-year commitment to establish a scholarship, with funds paid annually over the course of a five-year, or more, timeframe. Scholarship awards granted to students from Annual Scholarships are between \$500-\$8,000 per year.

**Legacy Scholarships:** We understand leaving a legacy is a big commitment and are grateful you would consider establishing a scholarship for the students of Bishop Manogue Catholic High School. These funds are typically larger amounts given to Bishop Manogue up front and the entire gift is credited to the donor as a tax write off for the year the funds are received. The funds to establish a Legacy Scholarship are typically with a gift of \$20,000-\$100,000 or more, with distributions made to students each year over a minimum five-year timeframe.

**3. We will establish the scholarship, receive funds, and post for students to apply.**

Each year during Scholarship Season (Dec.-Feb.) we post all active scholarships on our website so our students can apply.

**4. Selection of student recipients:**

After our students have applied to your scholarship, many donors do not want to make the selection of who will receive their scholarship award, while others relish the process. As the donor, you can choose to select the students who have applied to your scholarship or choose to have the selection be made through our Scholarship Committee. Our Committee thoroughly vets each applicant to any scholarship by a set of criteria based on the requirements of the scholarship.

After the process of establishing your scholarship is complete, each year your scholarship is active with us you can expect to receive thank you notes or letters from the recipients of your scholarship.

***Thank you for your consideration. For more information, please contact Jill Johnson at 775-336-6055.***