



MOTHER MCAULEY

Liberal Arts High School

3737 W. 99th Street, Chicago, IL 60655

SCHOLARSHIP ESTABLISHMENT- INTRODUCTION AND OVERVIEW

Mother McAuley has long relied on the generosity of donors to help us be successful. Through donations and scholarships, McAuley is able to offer a variety of financial aid and scholarship awards for our students as we strive to maintain an affordable tuition for our students and families.

Thank you for your interest in creating a scholarship at Mother McAuley. This packet contains information about the process of establishing a scholarship, including the types of scholarships and the ways that a scholarship can be awarded and managed. After reviewing these materials, please feel free to contact us with any additional questions or concerns that you may have.

Scholarships at Mother McAuley fall into two categories. One is an endowed scholarship which is funded from interest earned on a permanently restricted account. Currently the minimum required amount to initiate this type of scholarship is \$25,000. Interest earned from the principal amount will provide the annual awards one fiscal year after permanently endowing the funds. If the donor intends to make an award before that time, an additional contribution will be made by the donor. The number and dollar amount of the awards are determined by the principal invested, the interest earned and the donor instruction.

The other type of scholarship - a temporarily restricted scholarship can be started with any donation amount and is awarded directly from that donation. Amount and number of scholarship awards are determined by donor wishes. Regardless of which type of scholarship is established, the donor, if desired, has control over the scholarship criteria, application process and review, as well as recipient selection. An internal scholarship committee is in place at McAuley and can oversee these options if the donor chooses not to actively participate.

SCHOLARSHIP ESTABLISHMENT - STEP-BY STEP

I. Choosing Scholarship Type

Permanently Endowed Scholarship
Temporary Scholarship

II. Creating Endowed Scholarship Agreement

Dollar amount and quantity of awards
Student criteria
Donor intent

(APPENDIX A and B – endowed scholarship agreement samples)
(APPENDIX C – temporary scholarship agreement sample)

III. Application Process

Student Criteria
Essay prompt
Review of applications
Method of selection
Award presentation

(APPENDIX D and E – sample applications)

IV. McAuley Follow-up for donor

Provide account balances bi-annually
Provide student recipient status bi-annually

SCHOLARSHIP ESTABLISHMENT – APPENDICES

APPENDIX A (SAMPLE -Endowed Scholarship Agreement)

The Betty Grimes Memorial Scholarship Statement of Agreement Administration

The Betty Grimes Memorial Scholarship, established in enduring and loving memory of Elizabeth Conerty Grimes, will provide an annual scholarship of \$2,000 for a graduating senior of Mother McAuley Liberal Arts High School to attend the college or university of her choice.

To be considered for this scholarship, students must meet the following criteria:

1. The student must be a graduating senior in good standing academically and financially, and must be enrolled or expecting to enroll full- or part-time at a two-year or four-year college or university.
2. The student's family must demonstrate financial need as determined by the submission of the Mother McAuley required financial aid application, or other means of evaluating financial need as may be mutually agreed by Mother McAuley Liberal Arts High School and the donor.
3. The student must have a current cumulative GPA of 2.5 or greater.
4. The student must submit an application essay.
5. The student must be a U.S. Citizen or legal permanent resident.

Mother McAuley Liberal Arts High School will review the applications received for the purpose of determining their eligibility. Subsequently, the donor will evaluate all eligible applications and determine the recipient using the criteria outlined above. The initial award will be made in May 2014, for the academic year 2014-2015, and each subsequent May, assuming funds are available. If in any year, no qualified student exists, no scholarship award will be made for that year. The Director of Finance, in consultation with the Finance Committee of the Board of Trustees, will manage this fund in accordance with policies established by the Trustees for this purpose. The financial administration of this account has the objective of ensuring that the annual scholarship award is financed entirely from investment earnings. Annual reports detailing the fund activity in both the endowed account and temporarily restricted account will be distributed to the Grimes family prior to each September 30.

Donor's Intent

This agreement was entered into on the date indicated below by the Grimes Family and Mother McAuley Liberal Arts High School, a corporation and educational institution located at 3737 W. 99th Street, Chicago, Illinois 60655. Donor has agreed to establish this permanently endowed scholarship in the amount of \$25,000. Donor will make an additional one-time contribution of \$2,000 by December 31, 2013, so that the first scholarship award can be made in May 2014.

The scholarship balance will continue in a permanently endowed account and at each subsequent fiscal year end, 100% of all earnings (interest, realized and unrealized gains) allocated to the fund will be transferred to the corresponding temporarily restricted account for award. In any year that there are insufficient earnings in the temporarily restricted account to fund the scholarship, a supplemental contribution may be made by the donor or the scholarship will be offered at the level of earnings, at the donor's discretion. If the temporarily restricted account has a surplus balance, the Donor may choose to award additional scholarships in that year. Mother McAuley will accept any and all additional receipts, gifts or bequests of cash, securities or other personal property designated for this fund. Any additional contributions, either from the donor or from other entities, will be managed financially in the same manner as the original endowed fund. The donor may, in the future, establish a 501 (c) 3 charitable foundation for this and other scholarships and academic institutions. It is understood, if so, that the Betty Grimes Memorial Scholarship will remain applicable to Mother McAuley Liberal Arts High School under the same terms and conditions as set forth herein.

Acceptance

Mother McAuley Liberal Arts High School gratefully accepts the intention of Mr. Orville F. Grimes, Jr. to establish Betty Grimes Memorial for the benefit of high achieving but financially challenged students intent on pursuing their education beyond high school.

Statement of Agreement reviewed and accepted by

Mr. Orville F. Grimes, Jr.

Donor Date

Mother McAuley Liberal Arts High School

Mrs. Mary Acker Klingenberger, President Date

Mother McAuley Liberal Arts High School

Mrs. Carey Temple Harrington, Vice President of Institutional Advancement Date

APPENDIX B (SAMPLE - Endowed Scholarship Agreement)

The Mary Clare Lynch Memorial Scholarship

Administration:

The Mary Clare Lynch Memorial Scholarship, established in the loving memory of Mary Clare Lynch, will provide two annual scholarships of \$1000.00 for a student entering her senior year of Mother McAuley Liberal Arts High School and who is in good standing academically, behaviorally and financially and have a GPA of 2.5 or greater.

In order to be considered for this scholarship, students must meet the following criteria:

1. The student's character exhibits a desire to be caring and giving of others, especially those who might need assistance, friendship or counsel
2. The student is a person who believes in being service orientated, willing to participate in projects that the school offers which have an outreach goal attributed to them. She serves her community frequently and faithfully.
3. The student serves humbly, not calling attention to herself, and often working "behind the scenes". She serves with joy and enthusiasm.
4. This person demonstrates faith in a God who lives within her, loves her and invites her to extend her love to others in her every day relationships.
5. This young woman has a zest for life and a zest for learning which gives her the desire to attend Mother McAuley High School.

"These are but a few of the attributes which identified Mary Clare Lynch as a teacher, student and friend."

The Mother McAuley High School Faculty Committee will review eligible students and determine the two recipients using the criteria outlined above. Per the endowed scholarship policy, the initial awards will be made the first full fiscal year following the initial contribution, Aug 2014 and each subsequent Aug assuming funds are available. The Donor may, at their discretion make an immediate supplemental contribution (\$1,000) in order for the scholarship to begin Aug 2014. As with other endowment funds, the Director of Finance, in consultation with the Finance Committee of the Board of Trustees, will oversee this fund in accordance with the endowment management, distribution, and utilization policies established by the Trustees. These policies govern the investment of endowment funds and the distribution and utilization of endowment earning for the purposes designated by the donor.

Annual reports detailing the fund activity in both the Endowed account and temporarily restricted account will be distributed to the Lynch family prior to each September 30.

Donor’s Intent

This agreement was entered into on the date indicated below by the Lynch Family and Mother McAuley Liberal Arts High School, a corporation and educational institution located at 3737 W. 99th Street, Chicago, Illinois 60655. Donor has agreed to establish this permanently endowed scholarship in the amount of \$25,000.

The scholarship balance will continue in a permanently endowed account and at each subsequent fiscal year end, 100% of all earnings (interest, realized and unrealized gains) allocated to the fund will be transferred to the corresponding temporarily restricted account for award. In any year that there is insufficient earnings in the temporarily restricted account to fund the scholarship, subsequent contributions may be made at the Lynch family discretion. Likewise, in the event that the temporarily restricted account has a surplus balance, the Donor may elect to award additional scholarships in that year. Mother McAuley will accept any and all additional receipts, gifts or bequests of cash, securities or other personal property designated for this fund. Any additional contributions, either from the donor or from other entities, will be managed financially in the same manner as the original endowed fund. The donor may, in the future, establish a 501 (C) 3 charitable foundation for this and other scholarships. It is understood, if so, that the Mary Clare Lynch Memorial Scholarship will remain applicable to Mother McAuley Liberal Arts High School under the same terms and conditions as set forth herein.

Acceptance

Mother McAuley Liberal Arts High School gratefully accepts the intention of Mr. James R. Lynch to establish Mary Clare Lynch Memorial for the benefit of rewarding two students who demonstrate a high character of caring for others while pursuing their high school education.

Statement of Agreement reviewed and accepted by

Mr. James R. Lynch

Donor Date

Mother McAuley Liberal Arts High School

President Date

Mother McAuley Liberal Arts High School

Vice President of Institutional Advancement Date

APPENDIX C (SAMPLE - Temporary Scholarship Agreement)

Alfred and Irene Biehl Scholarship Fund

“As a scholarship recipient, I realize how important scholarships are for both students and parents who are struggling to provide a Catholic education for their children. With this in mind, I would like to pay it forward.” Shannon Reilly Zofkie

Shannon Zofkie graduated from Mother McAuley in the spring of 2013. Shannon has created a scholarship fund to honor her grandparents, Alfred and Irene Biehl, who were strong proponents of Catholic education. The scholarship will bear their names and will provide one senior student with tuition assistance

The Alfred and Irene Biehl Scholarship Fund will award a grant in the amount of \$500.

The scholarship will be awarded to a current Mother McAuley student who meets the following criteria:

- A Senior McAuley student;
- Who has applied for financial aid and has been approved;
- Who has an emergency need of assistance to pay for senior year expenses such as the Kairos retreat fee, graduation fee, prom ticket, or a tuition payment to assist with meeting the tuition responsibility;
- Student should have a G.P.A. of 3.0 or higher;
- Preference will be given to a student who has attended a Catholic grade school;
- The student will demonstrate involvement in school activities such as extracurricular club/activities, Student ambassadors, or athletic team membership.

The application will include the following student information:

1. Student name and homeroom
2. List of the extra-curricular activities the student has participated in at McAuley
3. Attach an essay of 500 words, double-spaced, using 12 point font that reflects on the following prompt: How has your McAuley education improved your life and how will this scholarship enable you to pay it forward?

Acceptance:

Mother McAuley Liberal Arts High School gratefully accepts the intention of Shannon Reilly Zofkie and Mrs. Zofkie to establish *The Alfred and Irene Biehl Scholarship*. The scholarship fund has been established with an initial donation of \$1,870.00.

The Scholarship will annually provide one, non-renewable scholarship in the amount of \$500 to a senior student who meets the established criteria. The scholarship will be awarded

for a period of three years or until the funds have been exhausted. This scholarship may be supplemented with additional donations. An annual review of the fund balance will be communicated with Shannon Zofkie and Mrs. Kathleen Zofkie by mid-August of each year. If the fund balance reaches a significantly low amount, the school, Shannon Zofkie and Mrs. Kathleen Zofkie may close the fund after joint consultation.

Shannon Zofkie will serve as a member of the Scholarship Award Committee to review the scholarship essays and to participate in the selection of the awardees. Shannon and Mrs. Zofkie will be invited to attend the presentation of the Scholarship and the annual donor event held in the spring at Mother McAuley.

The Directors of Advancement and Finance, in consultation with the Finance Committee of the Board of Trustees, will oversee this fund in accordance with the policies established by the Trustees.

Statement of Agreement reviewed and accepted by:

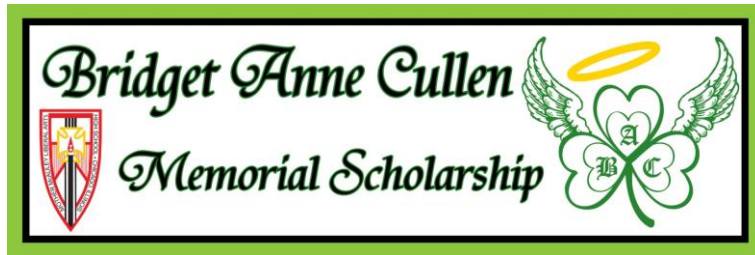
Shannon Reilly Zofkie and Mrs. Kathleen Zofkie

| | |
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| Donor | Date |
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Mother McAuley Liberal Arts High School

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| Mary Acker Klingenberger President | Date |
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APPENDIX D (SAMPLE - Student Application)



Bridget Cullen was a beloved member of the Mother McAuley High School Class of 2013 when she died unexpectedly in January of 2013. Her sister, Kaitlyn, graduated from McAuley in 2007. As an enduring and loving tribute to Bridget, **The Bridget Anne Cullen Memorial Scholarship** is being established by the Cullen family to assist freshmen students at Mother McAuley. The award will be a \$_____ tuition scholarship which will be applied directly to the student’s McAuley tuition account. The recipient(s) will be notified in early May.

Scholarship Criteria:

1. Applicant must be an 8th grade student who will graduate from St. Cajetan Elementary School and will attend Mother McAuley Liberal Arts High School.
2. The applicant will respond to the essay prompt below. Essays must be typed in 12 font and no longer than 500 words in length. Please attach the essay to this scholarship application. *Do not put any identifying information on your essay sheet.*
 - Why did you choose to attend Mother McAuley High School? How do you plan to demonstrate your McAuley spirit both at school and in the community?

Applicant Name _____

Address _____

City _____ Zip Code _____

Signature of St. Cajetan School Principal _____

APPENDIX E (SAMPLE – Student Application)



MOTHER MCAULEY

Liberal Arts High School

The Betty Grimes Memorial Scholarship

The Betty Grimes Memorial Scholarship was established in 2014 in loving memory of Elizabeth Conerty Grimes, a McAuley alumna from the class of 1963. The scholarship is a \$2,000 award given to a graduating senior to be used at the college or university of her choice.

Applicants must meet the following criteria:

1. The student must have a current minimum GPA of 3.0, and be in good standing behaviorally and financially.
2. The student's family must have demonstrated financial need as determined by the submission of the 2013-2014 McAuley FAST financial aid application. The FAST application would have already been submitted in spring of 2013.
3. The student must be enrolled to attend a two year or four year fully accredited college or university in the fall of 2014.
4. The student must submit an application essay using the following prompt. Essays must be typed in 12 font. This application sheet should be attached to your essay. Please do not put any identifying information on your essay sheet.

In an essay of no more than 500 words, please describe at least one time in your life when you have succeeded in spite of obstacles in your path. What factors do you believe contributed to your achievement? How has this experience influenced your career and/or personal goals?

Student's Name _____

Address _____

City _____ Zip Code _____

College/ University you will attend in fall of 2014 _____

Signature of senior level dean _____

APPLICATION DUE DATE: