



## Scholarship Initiation – Instructions

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The Lakeshore Technical College (LTC) Foundation, Inc. is honored to receive donations to support scholarships for our students. Scholarship donations may be received in two ways:

1. **Contribute to the General Scholarship Fund (100)** – this fund restricts all donations to be applied toward scholarships that are designed by the LTC Foundation, Inc. No minimum.
2. **Design Your Own Scholarship** – the LTC Foundation will restrict your donation to be awarded according to specific criteria and requirements. \$500 minimum.

All scholarships administered by the LTC Foundation, Inc. are distributed through our accounts and award decisions are made by the LTC Foundation, Inc. Scholarship Committee according to the criteria specified by the donor. Please note that we are not able to circulate student applications and personal information in compliance with the Family Educational Rights and Privacy Act (FERPA).

**To Contribute to the General Scholarship Fund (100)**, please complete a General Contribution Form or contribute through our website. Please indicate that you would like your donation restricted for scholarship.

**To Design Your Own Scholarship**, please follow the instructions below:

1. Complete a Scholarship Initiation Form. We will ask you to consider the following elements:
  - a. The Name of your scholarship.
  - b. Which semester you would like it to be distributed.
  - c. The value of each award (\$500 minimum).
  - d. Your annual or one-time contribution amount.
  - e. Which criteria – and in what order – you would like us to consider when making the award.
  - f. The name and address to share award information and correspondence.
2. Review the “Potential Criteria” listing and determine which criteria meet your intentions.
3. Send the Initiation Form and contribution to the LTC Foundation, Inc.
4. The LTC Foundation will confirm your contribution and Scholarship Initiation with a letter of acknowledgment and receipt.
5. Your scholarship will be distributed during the next corresponding award cycle.
6. A letter announcing the winner will be sent to you following the award announcements.
7. Any correspondence or thank-you letters from award recipients will be forwarded to you throughout the year.
8. If you would like to receive an annual reminder to renew your scholarship, we will follow-up with you accordingly.
9. In appreciation for your support - you may also receive special invitations and announcements from LTC to share our successes and achievements throughout the year.