



# Scholarship Donor Information and Recipient Criteria form

## DONOR & PRESENTER INFORMATION

Organization/Donor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Presenter Information:** (For person presenting award at the May Scholarship Awards Ceremony. Required by last Friday in April.)

Presenter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Yes, you may use my/our name as a scholarship donor to promote/advertise the scholarship program.  No, I/we prefer to remain anonymous.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOLARSHIP INFORMATION

Scholarship Name: \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
*Number of Scholarship Awards      Scholarship Award Amount      Total Amount to be Awarded*

### Donation Type\*

**SCHOLARSHIP AWARD FUNDS:** All scholarships awarded through the Mendocino College Scholarship program must be funded through the Mendocino College Foundation for disbursement by the College's Fiscal Services office. Please make your check payable to *Mendocino College* or pay online at [foundation.mendocino.edu](http://foundation.mendocino.edu) **no later than the last Friday in July**. Checks can be mailed to Mendocino College Foundation, 1000 Hensley Creek Road, Ukiah, CA 95482 or dropped off at the Foundation office located at the Ukiah Campus, Room 5110 in the Center for the Visual and Performing Arts (located next door to the theatre box office). \*Perpetual scholarships require a different donor form. Consult Scholarship Coordinator for more information.

One-time donation  Annual renewable donation (Sponsor must complete Donor Form annually.)

### Scholarship Type and Fund Disbursement Instructions

- Cash Award and Fund Distribution**  
(funds are mailed to recipient upon proof of enrollment and fulfillment of any other donor specified criteria)
- Option 1.** Disburse entire award in the Fall semester
- Option 2.** Disburse half Fall semester & half Spring semester

- Book Award**  
(A Mendocino College bookstore account is created for Recipient(s) for the amount of the award and can be used anytime during the academic year.)

### Award Recipient Selection options:

- Donor's Scholarship Selection Committee.** Applications are reviewed and rated online. Email addresses are required for all reviewers. Email [scholarship@mendocino.edu](mailto:scholarship@mendocino.edu) include first & last name and email address for each committee member.
- Donor/Instructor Nomination** The Donor and/or designated faculty member(s) determine the Scholarship recipient(s).
- Mendocino College Foundation Scholarship Committee.** The Foundation's selection committee chooses the recipients.
- Mendocino College Scholarship Selection Committee** A committee comprised of representatives from Mendocino College Management staff, Classified staff and Faculty select the recipient(s) on Donor's behalf from our application pool.



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## RECIPIENT SELECTION CRITERIA

Please check ALL applicable criteria for scholarship applicants you will consider for your award:

### A. CURRENT ENROLLMENT REQUIREMENTS

- Current Mendocino College student enrolled in:  12+ units  6+ units  1+ units
- High School senior graduating in upcoming spring semester *Restricted (e.g. Lake County)* \_\_\_\_\_
- New Mendocino College student - enrolled at MC spring semester of current academic year (GPA not established)
- Unrestricted

### B. UPCOMING FALL SEMESTER ENROLLMENT REQUIREMENTS

- Attending Mendocino College in the upcoming fall semester. Must enroll in:  12+ units  6+ units  1+ units
- Attending Mendocino College in the upcoming fall semester. Intends to transfer to 4-year college/university in future
- Transferring from Mendocino College to 4-year college/university in the upcoming Fall semester

### C. OTHER REQUIREMENTS

- Re-entry student (*enrolled in college 5 or more years after graduating from high school or returning after an absence of 5+ years*)
- Major/Areas of Study (*please specify*): \_\_\_\_\_
- GPA (*minimum*) \_\_\_\_\_
- Unrestricted

### D. FINANCIAL NEED *Exclude any current applicants already selected to receive:*

- A Mendocino College Foundation perpetual or annual scholarship
- Other Mendocino College scholarships totaling more than:  \$1,000+  \$750+  \$500+  \$250+  \$100+
- Financial need is not a requirement

### E. ADDITIONAL REQUIREMENTS *(e.g. Mendocino or Lake County resident, Mendocino or Lake County high school graduate, minimum GPA, minimum enrollment units to fund an award split between Fall and Spring semesters, etc.) Consult Scholarship Coordinator about additional applicant screening limitations.*

Thank you for supporting the Mendocino College Scholarship Program. Donations for scholarships are administered by Mendocino College Foundation, Inc. a 501(c)(3) non-profit corporation, Tax ID 68-0040876.

- Please return this completed form to: Scholarship Coordinator  
Mendocino College Foundation  
1000 Hensley Creek Road  
Ukiah, CA 95482  
Phone: 707-467-1018  
Email: scholarship@mendocino.edu
- Mendocino College Foundation sponsors annual Scholarship Awards Ceremonies in May. All scholarship donors or their representative are invited to present a certificate (provided by the Foundation) to their Recipient(s) at the event.
- Scholarships funds are disbursed to students by the Mendocino College Business Office in the Fall upon proof of enrollment and verification of any other required criteria.