Scholarship Program Task List

Task	Responsible Party	Date Completed
Determine funding available		
Determine funding needed		
Write business plan to identify funds		
Establish foundation documents		
Initiate fund-raising		
Define goals		
Determine award criteria		
Develop application		
Establish timeline		
Assess whether to manage internally or use a foundation, management service, or local school to manage the administration		
Establish award committee		
Post the scholarship		
Market program to students		
Gather and screen applications		
Acknowledge receipt of applications		
Committee selects recipients		
Notify recipients		
Notify non-winners		
Write check to recipient winners		
Monitor recipients' progress		
Evaluate scholarship program effectiveness		