



September 2023

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Dear Friends,

Thank you for your continued support in the form of scholarship to Antelope Valley Union High School District students. Your generosity allows students to pursue their dreams of post-secondary education.

The district scholarship committee utilizes a "Local Scholarship Clearinghouse" to make the process more efficient for community partners to donate.

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The clearinghouse protocol streamlines the process by allowing donors to submit scholarship applications directly to the Student Services Office. Along with your scholarship application, donors must complete the Local Scholarship Data Sheet. Information on the data sheet is kept from students and only used internally to help manage your scholarship.

To ensure access and equity for all students, approved local scholarships are uploaded into our online local scholarship database in Naviance, the district's college and career delivery system, within ten days of receipt.

Although our campuses and offices are open, we continue to ask that scholarship applications and data sheets are emailed to scholarships@avhsd.org. If you require assistance in this process, please do not hesitate to contact Gladys Cortez in Student Services at (661) 729-2321.

We appreciate your generosity and look forward to our continued partnership.

Sincerely,

AVUHSD Local Scholarship Clearinghouse

*Please read the FAQ page attached to this packet

*Solicitations or marketing in the form of scholarship will not be accepted.

*AVUHSD cannot guarantee that students will qualify or apply for scholarships



FREQUENTLY ASKED QUESTIONS ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT *LOCAL SCHOLARSHIP FAQs*

1. I'd like to start a new scholarship. Can you help?

Yes, we can help you with almost every step of creating a new scholarship, including but not limited to establishing a timeline and criteria, designing the application, determining collection methods, and selecting winners. We've been doing this for years and are here to make donating a scholarship easy.

2. Is there an ideal time for my scholarship application window to open and close?

Yes, we've found that students typically access the scholarship database after applying to colleges, usually after December 1. Ideally, your scholarship application window should be open for 4-6 weeks and close by April 1. Following this timeline gives students a complete picture of their financial situation BEFORE submitting their intent to register with their selected college or university.

3. I am getting too many / too few applications for my scholarship. Can you help?

Yes, while AVUHSD promotes all scholarships in the same manner, your application and criteria can be evaluated by our team for recommendations upon request. Typically, the criteria of your scholarship (who is eligible to apply) determines your applicant pool, and your application process influences how many of those students actually apply. Adjusting the criteria or application can impact the number of applications your scholarship receives.

4. Can I distribute flyers for my scholarship directly to schools?

We ask that the distribution of all materials go through the district office. We do this for two reasons: (1) it ensures that your scholarship is active in our online database before distribution, and (2) it saves you time and gas money; we have an internal mailing system that can quickly get your materials where they need to be without you paying postage or driving all over the valley.

For support with all things scholarship related,
please email scholarships@avhsd.org or call 661-729-2321



ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT LOCAL SCHOLARSHIP DATA SHEET

Organization Information

Name of Organization: _____

Contact Person: _____ Telephone: _____

Mailing Address: _____

E-mail Address: _____ Website Address: _____

Scholarship Information

Name of Scholarship: _____

Due Date of Scholarship: _____ How and when will you notify winner(s): _____

Number of Scholarships Offered: _____ Amount(s): _____

Criteria for the Scholarship: _____

I am providing a copy of the Scholarship Application: ☐ Yes ☐ No

If no, I would like assistance in creating a Scholarship Application ☐ Yes ☐ No

All school sites eligible to apply for this scholarship: ☐ Yes ☐ No (If no, please specify which site(s) is/are eligible below)

Scholarship Winner Selection Process (Please place a check mark by your preference.)

- ☐ 1. Your organization will select from the packet of student applications sent to you by the school district or site.
- ☐ 2. The School Site Scholarship Committees, composed of faculty members, will select a recipient.
- ☐ 3. Other _____

Scholarship Funds Distribution* (Please check one of the following that applies.)

- ☐ 1. Your organization will award funds directly to the recipient(s) or through a non-AVUHSD third party.
- ☐ 2. Your organization will send a check payable to the high school(s) before April 22, 2024.

Please note: The school site cannot award funds directly to a student. The school site will forward the funds to the recipients' college upon proof of college registration.

- ☐ 3. Other: _____

*If you have questions regarding the tax liability or benefit of your scholarship donation, please consult with a tax professional.

All AVUHSD scholarship winners are recognized at their Senior Awards Night, typically held during an on-campus evening ceremony in mid-May. As a donor, your organization is eligible to present to your winner. If a person from your organization is unable to attend, a school staff member will present a certificate on behalf of your organization.

Would your organization like to participate in your recipient's Senior Awards Night? Yes ☐ No ☐

If Yes, what will you provide? Certificate ☐ Plaque ☐ Other: _____

Your organization's presenter(s) will be:

Name: _____ Telephone: _____

Email address: _____

RETURN THIS COMPLETED FORM AND YOUR SCHOLARSHIP APPLICATION TO:

EMAIL: scholarships@avhsd.org