



# FOOTHILLS

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## EDUCATION CHARTER HIGH SCHOOL

### TRANSFER OF FUNDS TO REGIONAL OFFICE

SITE \_\_\_\_\_

DATE	AMOUNT OF CHECKS	AMOUNT OF CASH	TOTAL BEING TRANSFERRED	DESCRIPTION OF WHAT FUNDS ARE FOR

*SIGNATURE OF PERSON*

*RELEASING FUNDS* \_\_\_\_\_

*SIGNATURE OF PERSON*

*TRANSPORTING FUNDS* \_\_\_\_\_

BY SIGNING ABOVE YOU ARE CERTIFYING THAT YOU HAVE VERIFIED THE TOTAL BEING TRANSFERRED. KEEP ONE COPY OF FORM AT YOUR SITE AND MAKE A COPY TO SEND WITH FUNDS TO THE REGIONAL OFFICE. COPIES OF ALL RECEIPTS SHOULD BE INCLUDED WITH FORM.

RECEIVED BY REGIONAL

OFFICE \_\_\_\_\_ DATE \_\_\_\_\_



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## EDUCATION CHARTER HIGH SCHOOL

Central Office  
800-B Madison Street  
Danielsville, GA 30633  
Phone: 706-795-2191 Ext. 1476  
Fax: 706-795-5104  
[www.foothillscharter.org](http://www.foothillscharter.org)

## STEPS FOR AWARD AND MANAGEMENT OF SCHOLARSHIPS

### Receiving and Recording Donations

#### *Site Level ---*

1. Each Site will seek donations for scholarships from community (churches, businesses, individuals, etc.)
2. All Donations should be made payable to Foothills and should not be sent to the institution the student will be attending.
3. Donors can donate to a general scholarship or to your individual Site scholarship.
4. When donations are received all funds should be receipted, make a notation on the receipt that the funds are for scholarship. Please also notate any additional information needed for tracking such as name, address, specific designation. **YOU MUST SPECIFY IF THE FUNDS ARE TO BE USED FOR THE GENERAL SCHOLARSHIP OR FOR THE SITE SCHOLARSHIP.**
5. Give one copy of receipt to donor, one copy for Site records, and send one copy to Central Office
6. Funds need to be sent to Central Office as soon as possible. All checks should be stamped with the "For Deposit Only" Stamp. Fill out "transfer of funds" form (see attached sample) and include a copy of the receipt.
7. Graduation Coach (or designee) will write individual thank you letter's if they want using Foothills thank you cards that will be provided.
8. Every Site will submit an article to the local paper naming and thanking donors (see sample)

#### *Central Office—*

1. Upon receipt funds will be logged into the Central Office and balanced. Deposit slip will be completed by Accounts Payable Clerk
2. All documentation and deposit will be given to Bookkeeper who will verify funds and take deposit to the bank.
3. Bookkeeper will enter deposit into Spread Sheet. This spread sheet will be available to Site Directors and will keep a running total of all donated funds as well as funds obligated when scholarships are awarded.
4. Tax Deduction letter will be issued by end of tax year for all donations

**Baldwin Foothills**  
155 Hwy. 49 West  
Milledgeville, GA 30161  
Phone: 478-453-6429

**Barrow Foothills**  
54 West Star St.  
Bethlehem, GA 30620  
Phone: 770-867-1711

**Clarke Foothills**  
440-3 Dearing Extension  
Athens, GA 30606  
Phone: 706-353-1172

**Jackson Foothills**  
1435 Hoods Mill Rd.  
Commerce, GA 30529  
Phone: 706-423-5110

**Madison Foothills**  
600 Madison St.  
Danielsville, GA 30633  
Phone: 706-795-2197

**Lee Arrendale**  
2023 Gainesville Hwy.  
Alto, GA 30510

**Burruss**  
1000 Indian Springs Dr.  
Forsyth, GA 31029



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### Awarding Scholarships

#### *Site Level---*

1. Students who want to be considered for local scholarships should fill out our in-house local scholarship application.
2. Only students who have applied and been accepted to post-secondary schools (colleges, technical schools, trade schools, apprenticeships, etc.) are eligible to receive local scholarships.
3. Site Directors will award Scholarships based on recommendations of counselors.
4. Scholarships will not be funded until proof of enrollment into post-secondary school is provided.
5. Upon selecting award recipients Site Director should send an email with the name, address, social security number, amount of scholarship and name of scholarship to Accounts Payable and Bookkeeper.

**Note: The Central Office will award and fund the Valedictorian and Salutatorian scholarships**

#### *Central Office level—*

1. Upon receipt of the email Central Office Staff will "obligate" funds on the spread sheet
2. Funds will stay obligated to that student for 1 calendar year. If the student does not begin school within a year the scholarship will be considered forfeited and the money will go back into the general scholarship fund to be re-allocated
3. A letter will be mailed out from the Central Office (see attached sample) with instructions for the student including details regarding their scholarship.

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### Disbursement/Funding Scholarship

#### *Site Level--*

1. Student will need to provide proof of enrollment such as a copy of the student's schedule from the school of their choice.
2. Site Director or Registrar will make a copy of the documentation provided and assist the student in writing a thank you letter for the scholarship. Copies of both should be emailed to Central Office.
3. Upon receipt of the check, notify the student. Have them sign the receipt of scholarship form and send to Central Office.

#### *Central Office Level—*

1. Checks will be issued within 60 days of the student starting college
2. Checks will be made payable to the student
3. Checks will be sent to the Site along with a receipt of scholarship fund
4. The scholarship will be listed as paid on the spreadsheet.

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**FOOTHILLS EDUCATION CHARTER HIGH SCHOOL  
 SCHOLARSHIP PROGRAM**

Foothills has developed a Scholarship program for qualifying seniors in an effort to increase the number of high school seniors who opt for post-secondary education opportunities.

This fund will be used to award scholarships to seniors at Foothills Education Charter High School who plan to attend post-secondary institutions of higher education upon graduation. You may choose to contribute to the scholarship fund of your choice through payroll deduction each month.

If you would like to participate please sign this form and return it to the payroll department. Thank you for your contribution.

**Please check scholarship choice and enter amount to be deducted from your paycheck and send form to payroll department**

Foothills General Scholarship_____	Amount \$_____
Baldwin Site Staff Scholarship_____	Amount \$_____
Barrow Site Staff Scholarship_____	Amount \$_____
Clarke Site Staff Scholarship_____	Amount \$_____
Jackson Site Staff Scholarship_____	Amount \$_____
Madison Site Staff Scholarship_____	Amount \$_____
Burruss Site Staff Scholarship_____	Amount \$_____
Arrendale Site Staff Scholarship_____	Amount \$_____

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_

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DATE

NAME  
ADDRESS  
CITY, ZIP CODE

DEAR \_\_\_\_\_,

The faculty and staff of Foothills Education Charter High School would like to thank you for your contribution of \$ (amount) on (date). Your donation will encourage Foothills graduates to continue their education at post-secondary institutions by providing scholarships. Every scholarship awarded at the graduation ceremony is very important to both the student and his/her family. Imagine the parent thinking, "My child received a scholarship to college!" It sends a strong message that Foothills, and the community, believe the student can and will make it in college.

Foothills Education Charter High School is a 501(c)(3) nonprofit organization, EIN \_\_\_\_\_. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.

Thank you for making a difference in the future of Foothills Students.

Sincerely,

Dr. Sherrie Gibney-Sherman, Ed.D.  
Superintendent,  
Foothills Education Charter High School

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Date

Name of Recipient

Address

City and State

Dear Student,

Congratulations on a job well done! You are a recipient of the 2015-2016 Foothills Jackson Staff and Faculty scholarship. Through your hard work and determination you have proven to be a student that Foothills Education Charter High School wants to recognize and encourage to continue your educational effort.

Your scholarship is in the amount of \$250.00. You have one year to enroll into a post-secondary school and request payment of your scholarship. In order for Foothills to issue payment for this scholarship you will need to provide proof of enrollment. Upon being accepted into the post-secondary school of your choice please bring a copy of your class schedule to Foothills Jackson. A request for payment will be made at that time. A check for the scholarship will be issued within 60 days of your first class. The check will be sent to the Foothills Jackson Site and you will be notified that it is available for pickup. This check will be made payable to you and can be used for any expenses that you may incur with college, such as the purchase of a computer, books, gas money, etc. Upon receipt of your check it is strongly encouraged that you write a letter of thanks to the providers of the scholarship.

Foothills Education Charter High School wishes you continued success throughout your college career and on!

Sincerely,

Dr. Sherrie Gibney-Sherman, Ed.D.  
Superintendent, Foothills Education Charter High School  
800 Madison Street  
Danielsville, GA 30633  
706.795.2197 ext. 3210 (office)

Foothills, "It's never too late to be what you might have been." George Eliot

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