

# Memorandum of Understanding for Establishing the Brian MacDonald Scholarship for the Culinary Arts



## **Donor:**

The family of Brian MacDonald, primary donor, will initially provide \$1,630 to create the Brian MacDonald Scholarship for the Culinary Arts. This account will be “open-ended” and any donor(s) may make additional contributions to the principal balance at any time in the future. If for any reason the funds in this account are depleted Jim and/or Ann Elmborg or their estate will ensure that there are sufficient funds in the account to continue the scholarship for any recipient until the term of the scholarship commitments are met, but no new scholarships will be awarded

## **Preface:**

This Memorandum of Understanding sets down for all time an agreement between the donor and the Topeka Public Schools Foundation for the use of the funds.

## **Owner:**

The Topeka Public Schools Foundation.

## **Name:**

This account shall be known as the Brian MacDonald Scholarship for the Culinary Arts

## **Purpose:**

This account is to provide financial assistance to one qualified TPS junior student for one year who is working to complete their Culinary Arts Certificate at Washburn Institute of Technology. The scholarship may be renewable senior year if the student meets criteria and reapplies.

## **Amount:**

One \$1,600 scholarship will be awarded. The scholarship may be renewable for student's second year as the applicant continues to be enrolled in Culinary Arts School, maintains a GPA of 2.0 and makes reapplication for the 2nd year. The scholarship will be paid to Washburn Institute of Technology.

## **Eligibility:**

Award(s) from this fund shall be made to any qualified junior enrolled in Topeka Public Schools high schools who is planning to earn a Culinary Arts Certificate at Washburn Institute of Technology. See amount above. See Schedule A.

**Manner and Time of Choice:**

The following individuals, Ann and James Elmborg and the allocation committee of the Topeka Public Schools Foundation shall make the final choice of the recipient(s) of this award.

**Custody of Funds:**

The Topeka Public Schools Foundation or its successor agrees to act as the custodian of all funds in connection with this scholarship, to manage and invest the same to the best of its ability, and to make appropriate payments as prescribed by this document. The account established under this agreement shall be the property of the Topeka Public Schools Foundation, owned and held by it subject to the terms of this agreement.

**Acknowledgement:**

The Donor recognizes and acknowledges that this is a request to establish a donor-advised scholarship with the Topeka Public Schools Foundation and that all requests made by the Donor shall be advisory only.

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**Donor**

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**For the Topeka Public Schools Foundation**

# The Brian MacDonald Scholarship For the Culinary Arts Application Overview



## **Scholarship Information:**

1. One \$1600.00 scholarship will be awarded.
2. The scholarship will be renewed senior year if the applicant continues to stay enrolled, makes progress toward earning the Culinary Arts Certificate at Washburn Institute of Technology and maintains a GPA of 2.0.
3. The Scholarship will be paid to Washburn Tech in the name of the student.

## **Scholarship Requirements:**

1. Be an accredited student and enrolled as a junior in Topeka Public Schools
2. Commit to attend Washburn Institute of Technology Culinary Arts program
3. Have a minimum of 2.0 GPA.
4. Plan on receiving the Culinary Arts Certificate to attain a 48 credit hour technical certificate

## **Required Attachments for Cover Page:**

1. Official four-semester high school transcript and fifth-semester class schedule.
2. Current resume (limited to one page)
3. Two letters of reference from your high school teachers.
4. Complete the following essay topics in 100 words or less:
  - a. Tell why you want to pursue a career in the Service Industry.
  - b. Describe the most important characteristics of someone entering this field.
  - c. If applicable, describe the experience you may already have in this field and why you want to further your education in this field.
5. Completed Family Financial Analysis Form.

## **Applications must be postmarked no later than March 15**

Return completed application to:

Topeka Public Schools Foundation  
P.O. Box 5883  
Topeka, Kansas 66605

# The Brian MacDonald Scholarship For the Culinary Arts Family Financial Analysis Form



A. \_\_\_\_\_  
PARENT NAME AGE OCCUPATION

Relationship:  Father  Stepfather  Male Guardian

Annual income for year 20\_\_ (earned from work): \$ \_\_\_\_\_

B. \_\_\_\_\_  
PARENT NAME AGE OCCUPATION

Relationship:  Mother  Stepmother  Female Guardian

Annual income for year 20\_\_ (earned from work): \$ \_\_\_\_\_

C. Number of dependent children living in the household: \_\_\_\_\_

D. Who claims the child/children on his/her income tax? \_\_\_\_\_

E. Number of children attending college during this academic school year: \_\_\_\_\_

F. Name of family member(s) and college(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Amount the student has saved for college: \$ \_\_\_\_\_

H. List any extenuating circumstances that now or in the past have placed a financial burden on the family:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Signatures

1. \_\_\_\_\_ DATE \_\_\_\_\_

2. \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

# The Brian MacDonald Scholarship For the Culinary Arts Application Cover Page



**Please provide the following information:**

FIRST NAME _____	LAST NAME _____	NAME YOU GO BY _____
STREET ADDRESS _____	CITY _____	ZIP _____
HOME PHONE NUMBER _____	E-MAIL ADDRESS _____	
PARENT/GUARDIAN NAME AND ADDRESS _____		
PARENT/GUARDIAN NAME AND ADDRESS _____		
YOUR HIGH SCHOOL _____	GPA _____	
COLLEGE/UNIVERSITY PLANNING TO ATTEND _____	MAJOR _____	

**Please attach the following items to this cover page in order listed:**

1. Official four-semester high school transcript and fifth-semester class schedule
2. Current resume (limit to one page).
3. Two letters of reference' from your high school teachers.
4. Completed following essay topics in 100 words or less.
  - a. Tell why you want to pursue a career in the service industry particularly in the culinary arts.
  - b. Describe the most important characteristics of an effective cook, chef, server hostess or any other member of a service staff.
5. Proof of free and/or reduced lunch status / submit enclosed family financial analysis form

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Topeka, Kansas 66605