

CCS Administrative Procedure

5.05.05-E Performing Arts Scholarships

Implementing Board Policy [5.05.05](#)
Contact: Chief Financial Officer, 434-5275

1.0 Purpose

CCS may provide student scholarships or other forms of financial assistance to students in return for participation in curriculum-related activities relating to performing arts. This procedure establishes the process for funding scholarships from gate receipt revenue generated from performing arts events featuring student artists. This procedure documents Board approval of scholarships meeting the limitations and requirements outlined below.

2.0 Limitations and Requirements

- 2.1 Departments or programs may use revenues derived from performing arts events, including admission/gate receipts from college performing arts events, for purposes of providing scholarships or other forms of financial assistance to students in return for participation in curriculum-related activities relating to performing arts. (Revised Code of Washington 28B.10.704)
- 2.2 Scholarship awards from these revenues shall be used to supplement, not to supplant, student scholarship efforts underway through the CCS Foundation.
- 2.3 The department or program shall submit a proposal and obtain approval from the institution's chief executive prior to establishing a scholarship. The proposal will identify:
 - 2.3.1 The purpose and amount of the scholarship;
 - 2.3.2 The number of individual scholarships to be awarded and the term of the scholarship (e.g., annual, quarter, or as funds are available);
 - 2.3.3 Criteria for award of the scholarship (for instance, cumulative grade point average, educational intent, artistic promise, financial need, etc.) and suggested selection parameters for those factors;
 - 2.3.4 The proposed composition of the selection committee for determining awards (i.e., a faculty panel, student peer panel, etc.); and
 - 2.3.5 The proportion of net gate receipts (after program costs are covered) to be dedicated to supporting the scholarship.
- 2.4 On approval of the scholarship by the unit executive, the department or program will provide the approved proposal to the institution's financial manager. The financial manager will work with the manager of student financial services to transfer the net gate receipts to the designated scholarship account.
- 2.5 To award a scholarship, the selection committee will provide the student information and award amount to the institution's Financial Aid Office. The Financial Aid Office will work with Student Financial Services to apply the scholarship to the student's account.
- 2.6 The department or program will notify attendees of performing arts events when gate receipts are being used to support scholarships.

3.0 Related Information

- 3.1 [RCW 28B.10.704](#), Funds for assistance of student participants in intercollegiate activities or activities relating to performing arts.
- 3.2 Administrative Procedure [7.05.01-A, Fund Raising for Charitable Purposes](#)

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