



# Chapter Workbook

Establishing a  
Carson Scholars Fund Chapter  
for Schools in Your Area

Recognizing Promise...Rewarding Excellence

Questions? Call the Carson Scholars Fund National Headquarters  
410.828.1005 in Maryland  
877.773.7236 Toll Free

# Welcome to the Carson Scholars Fund family!



On behalf of Dr. Benjamin S. Carson, Jr., his wife Candy, the Carson Scholars Fund (CSF) Board of Directors and the CSF staff, we welcome you to the family. Your commitment to establishing a Carson Scholars Fund Chapter in your region will help fulfill Dr. Carson's dream of having a Carson Scholar in every school in our nation.

The journey you are about to undertake is an important one. Becoming a Carson Scholar is much more than students simply receiving a scholarship, medal and school trophy for their academic achievement. Rather, it is an honored *distinction* that will follow these youngsters not only through their educational journey but into their adulthoods as well. When students have the Carson Scholars Fund medal placed around their neck, they become role models to their peers and are inspired to exemplify the same character traits of vision, perseverance, integrity, compassion, respect, and commitment to excellence

that Dr. Carson continues to represent. Your efforts to establish a Carson Scholars Fund Chapter in your region will help shine a spotlight on the importance of these virtues in American culture and ultimately, help our country move successfully forward into a challenging future.

This workbook has been created to simplify the procedures of establishing a CSF Chapter and also provide a step-by-step guide as you travel through the process. As you read and work through these pages, remember that the Carson Scholars Fund staff will be standing by—ready and happy to answer any and all questions that may arise. Thank you for partnering with Carson Scholars Fund!

This workbook belongs to:

Phone:

(Cut directly below this line)



# Chapter Workbook

Establishing a  
Carson Scholars Fund Chapter  
for Schools in Your Area

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## Suggestions for Utilizing this Workbook

- ★ To achieve the maximum benefit of utilizing this workbook, a chapter's advisory council should first read through the book in its entirety as a group activity.
- ★ Advisory council members should bring their workbooks to each advisory council meeting.
- ★ In addition to this workbook, it is suggested that each council member utilize a three ring binder into which meeting minutes and other relevant documents can be collected.

## Understanding the Carson Scholars Fund Dream

Currently, the Carson Scholars Fund supports two main initiatives for both public and private schools: Carson Scholarships and Ben Carson Reading Rooms. To begin, we'll review a little of the history as to how the original program was founded.

The Carson Scholars Fund, Incorporated, was founded in 1994 by world-renowned Johns Hopkins pediatric neurosurgeon Benjamin S. Carson, M.D. and his wife, Candy. This non-profit organization was established because the Carsons observed that our society placed more emphasis on sports and entertainment than academics. They realized, from their own experience, that students need to be motivated and rewarded to continue to strive for academic excellence. They were alarmed by educational surveys, in which U.S. students' academic achievement—compared with students around the world—was shockingly low.

### Carson Scholars Program

Dr. and Mrs. Carson knew this crisis needed to be addressed. The concept was simple, yet unique. Students in grades four through eleven who achieved at least a 3.75 grade point average and exemplified strong humanitarian qualities would be recommended by school officials to apply for a \$1,000 scholarship from Carson Scholars Fund that would be awarded to one student from each school on an annual basis. Recipients who continued to maintain their qualifying GPA could re-apply for special recognition every school year from the fourth through eleventh grade. CSF would invest the scholarship awarded on behalf of each recipient to be utilized for their future college education. After the recipient's graduation from high school, Carson Scholars Fund would distribute the scholarship investment to the recipient's four year college or university.

The dream began to come true in 1996 with the awarding of the first Carson Scholars Fund scholarships. As of the 2012 scholarship season, CSF will have awarded over 5.2 million dollars in \$1,000 scholarships to deserving students in all 50 states. Your commitment to building a chapter in your region will bring us closer to the fulfillment of Dr. Carson's dream of awarding a CSF scholarship in every school of our nation.



*Dr. Benjamin S. Carson, Sr. with his wife, Candy*

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## Ben Carson Reading Project

The importance of developing a love for reading in young students has long been underscored by educators. In fact, Dr. Carson attributes his ultimate success to his mother's insistence that he read several books each week while he was still in elementary school. It's unfortunate that the reading skills of American students, overall, has declined in recent decades.

To address this problem, Carson Scholars Fund initiated the Ben Carson Reading Project in 2000. Schools which receive private or corporate funding—via a CSF chapter's efforts—designate one room in their school as a *Ben Carson Reading Room* which provides an exciting and inviting space for students to discover the joy of independent reading. These special rooms provide a friendly atmosphere where students, educators, and community members can come together and embrace reading activities.

Each room is colorfully decorated and promotes Dr. Carson's "THINK BIG" philosophy. (See the back inside cover of this workbook to learn more about THINK BIG.) Students who utilize the reading room earn rewards for their improvement in reading level, the number of books read, and/or the number of minutes spent reading.

As of 2012, Carson Scholars Fund has established 80 reading rooms in twelve states.



## ★ Your Chapter's Mission ★

Through careful planning, strategic networking, effectively communicating Dr. Carson's dream to potential partners, and most importantly, *raising funds* to underwrite Carson Scholars Fund initiatives in your region, your chapter will provide scholarships to the students in fourth through eleventh grade who attend the schools in your targeted area. Your chapter can also establish Ben Carson Reading Rooms in interested schools. This workbook will provide guidance and practical planning tools to help your chapter succeed.

## An Overview of the Objectives of Your Chapter

There are important objectives your Carson Scholars Fund Advisory Council will need to accomplish in order to ensure the success of your chapter. In the sections of this workbook that follow, you will find more detailed information and actual worksheets to help you fulfill your objectives. Below is a bulleted list to give your council the big picture before you move forward.

- ★ Open a post office box to receive mail for your chapter.
- ★ Stay in close touch with the CSF headquarters—this is key throughout the chapter establishment and maintenance process.
- ★ Enlist the membership of at least six (6) carefully selected individuals who will serve as your core Carson Scholars Fund Chapter Advisory Council with the goal of enlarging your council to ten (10) or more individuals.
- ★ From your advisory council, appoint a president and a recording secretary to take minutes for your advisory council meetings as well as a treasurer who will be responsible for sending contributions for your chapter *to* the CSF headquarters. The treasurer will also receive necessary funds for program operation *from* the CSF. (Please see description of officer duties on page 58.)
- ★ Utilize the workbook planning calendar to plan monthly advisory council meetings and other key events.
- ★ Plan advisory council meetings for at least one year in advance to get started.
- ★ As your advisory council continues to grow, begin to compile a list of potential *Friends* of the cause who have the capabilities of helping you meet specific needs and goals.
- ★ Begin to formulate and execute your fundraising strategy and plan.
- ★ Work with your funded schools to make certain that the nominated students submit their applications to become a Carson Scholar.
- ★ Plan an awards ceremony to celebrate the accomplishments of your chosen scholars.

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# Family at the Fund



*From left to right: Kumba Sennaar, Shelly Horn, Louise Burkert, Rebekah Lin, Amy Warner—Executive Director, Jo Weisgal, Tammy Blazenyak, Sabrina Body, and Sheila Butler*

As you move through the process of establishing and maintaining a Carson Scholars Fund Chapter in your region, the staff at CSF national headquarters will be a necessary, constant and vital partner with your advisory council. Beyond setting up a post office box to receive correspondence for your council, there is not much your chapter will need to do to get started. Your chapter will fall under the umbrella of the Carson Scholars Fund 501(c)(3) non-profit organization so there will be no need for you to form a new non-profit entity.

The CSF headquarters will also establish an individual account for your chapter into which all funds raised for your chapter will be deposited. You will never need to worry about paying expenses or distributing scholarship funds—these will all be dispersed from our headquarters. The indispensable watchword in regard to the ultimate success of your chapter is *communication* with the CSF staff. The following workbook pages are provided so that your advisory council can record questions and receive answers from our very capable staff. As you move through the process of building your chapter, refer back to these pages and record any questions you may have regarding any aspect of establishing your chapter. Our website, [www.carsonscholars.org](http://www.carsonscholars.org), will also provide a wealth of information for your chapter.



## The Carson Scholars Fund Headquarters - Your CSF Family



Utilize these pages to record your questions and the response of the CSF staff. As questions arise in your chapter advisory council, designate specific members to phone the headquarters to inquire and record the staff's answer. By recording each question and answer, your council will have a handy reference for future use. Make sure every council member participates in this process by rotating who will contact our office. Our staff would love to get to know each member.

### ★ Questions? ★

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

\_\_\_\_\_

CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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 **Note:** After completion, an inquiring council member should make a copy of this workbook page and give the duplicate to the recording secretary who will compile all questions and answers as one ongoing document.

Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Additional Notes



**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Additional Notes



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## Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Additional Notes



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## Questions

Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

\_\_\_\_\_

CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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Date: \_\_\_\_\_

Our Question: \_\_\_\_\_

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CSF Staff Response \_\_\_\_\_

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# Building Your Chapter Advisory Council

You're at the starting gate in building your chapter advisory council and so you may be a team of only one or two right now. However, the first most important step in succeeding is to recruit qualified individuals to join your core advisory council. Your immediate goal should be to establish your council with six individuals with an ultimate goal of having a team of at least ten members. As you begin to think about potential members, keep what we call the "Three Ws"—wealth, wisdom and work—in mind.

## Wealth Wisdom Work

First, a council advisory member should have enough *wealth* to support the underwriting of *at least* one CSF scholarship each year. The total cost of one scholar for one year is \$2,000. As you begin to speak with potential members, make certain they understand this will be a firm expectation of council members. A member should also be an individual with a *wealthy* network of well-placed contacts in the corporate and civic community so that he or she will have acquaintances with those able to respond to your fundraising needs. Secondly, a council member should be thought of as someone who possesses *wisdom*. This wisdom may take the form of education, experience and expertise in various forms such as entrepreneurship, business and/or supporting charitable causes. They should also be *wise* in regard to first understanding the Carson Scholars Fund dream and then be passionately committed to seeing the CSF vision come to pass. Lastly, a council member should be an individual who is willing to *work* to get your objectives accomplished. Many times, individuals will state their interest in joining your council but ultimately not be willing to meet all the expectations of a council member. Clear communication of expectations in your first discussions with potential members is key to having a strong, effective chapter advisory council.

Later in this workbook, your council members will also establish a list of *Friends* who will be important to your ultimate success—but may not meet the litmus test of the "Three Ws" of an advisory council member. Make certain that you separate those who will qualify for your council from those who may only qualify for your list of chapter *Friends*. The following work pages will provide a means for you to make a list of potential members as well as a course-of-action for contacting them.



## Building Your Chapter Advisory Council

### Potential Advisory Council Members

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Corporate Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (H) \_\_\_\_\_

(C) \_\_\_\_\_

(W) \_\_\_\_\_

Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

### ★ Suggestions ★

Sharing the *vision* of Carson Scholars Fund with potential advisory council members will be vital if you are to build a cohesive, strong team. A good way to do so might be to identify several candidates and then plan a small gathering at your home during which you can share your excitement for seeing the Carson Scholars Fund dream come true with several candidates at once. Here are a few suggestions for planning your gathering.

- Hold a casual *Dinner and Movie* night where potential council members will first share a simple dinner with you followed by a viewing of the movie, "Gifted Hands."
- Invite several candidates to a business-type luncheon during which you can share the vision. Loan candidates a copy of the movie or book "Gifted Hands" before you contact them again for follow-up.
- Make arrangements with the CSF office to have a scholar phone your council candidate. Having an actual student share how being a scholar has impacted his or her life could be a powerful tool in creating enthusiasm for your cause.
- In certain rare circumstances, it may be possible for headquarters to arrange to have Dr. Carson speak with one of your candidates. Of course, this would need to be arranged on a case-by-case basis by the CSF headquarter's staff.



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## Potential Advisory Council Members

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Corporate Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (H) \_\_\_\_\_

(C) \_\_\_\_\_

(W) \_\_\_\_\_

Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_

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(W) \_\_\_\_\_

Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

## Notes and Follow-Up

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## Potential Advisory Council Members

Name: \_\_\_\_\_  
Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_  
Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
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Corporate Address: \_\_\_\_\_  
\_\_\_\_\_  
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Phone: (H) \_\_\_\_\_  
(C) \_\_\_\_\_  
(W) \_\_\_\_\_

Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

Name: \_\_\_\_\_  
Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_  
Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
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Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_  
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(W) \_\_\_\_\_

Contacted by: \_\_\_\_\_

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## Notes and Follow-Up

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Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

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Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_

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Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
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Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_

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Contacted by: \_\_\_\_\_

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## Notes and Follow-Up

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## Potential Advisory Council Members

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
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Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_

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Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

Name: \_\_\_\_\_

Wealth?  Wisdom?  Work?

Specific Expertise: \_\_\_\_\_

Corporate Ties: \_\_\_\_\_

Home Address: \_\_\_\_\_  
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Corporate Address: \_\_\_\_\_  
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Phone: (H) \_\_\_\_\_

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Contacted by: \_\_\_\_\_

Outcome: \_\_\_\_\_

## Notes and Follow-Up

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# FriendRaising

While you're identifying individuals who are potential advisory council members, you'll also need to think about building a bank of *Friends* who will be crucial contacts for your council as you begin to reach out to schools, raise funds, award scholarships, celebrate student achievement, and generally promote the CSF program in your region. These *Friends* may not necessarily be your primary source of raising funds but will comprise a necessary and invaluable network of individuals who will help you reach your chapter goals. In this section, we've created category worksheets to help your council begin to formulate a plan for contacting potential *Friends* of the cause. Because fundraising is the single most important key to your chapter's success, we've exclusively devoted the following section of the workbook to helping you identify the *Friends* most crucial in meeting your fundraising goals. As a preview of this first Friendraising section, we've listed the categories below.

## Friend Categories

- ★ Friends in Education
- ★ Friends in Government
- ★ Friends in Media, Sports and Entertainment
- ★ Friends in Faith-Based Organizations
- ★ Friends Who Contribute Services and Goods
- ★ Friends Who Volunteer



*Sports Commentator James "JB" Brown, a Friend of the Carson Scholars Fund, celebrates with new Carson Scholars.*

## The Power of Online Social Networking

Remember that social media websites such as Facebook and Twitter will provide a free and very effective means of generating *Friends* for your chapter. Be sure to establish a page for your chapter on as many appropriate social networks as possible. *(Please contact the CSF headquarters for prototype and final approval.)*



## FriendRaising

# ★ Friends in Education ★

This category of *Friends* is particularly important because these are the individuals with whom you'll need to connect in order to have the CSF programs established in the schools of your region. Because there are numerous officials to meet in each school, we have designed the worksheets so that you will gather information about each school you are targeting—rather than single individuals.

Initially, you should plan on awarding one annual school scholarship for each council member you have on board. Remember, your council members have pledged to fund at least one scholarship each year (\$2,000). If you have six members on board, you can begin to contact six schools and so on. As you begin to successfully fundraise, you'll have resources to expand into other schools. Productive fundraising will also provide the resources needed for Ben Carson Reading Rooms to be established.

The first step in building your network of *Friends* in education is to identify those school districts that will be most receptive to Dr. Carson's message. To do so, two of your council members will need to contact the school superintendent for your region to share details of the two Carson Scholars Fund programs and solicit his or her advice. At a following council meeting, you can begin to make a list of targeted schools based on the superintendent's recommendations.

You need to be aware that most American schools have what is called "site-based management," meaning the principal of each of your targeted schools is making most of the ultimate and final decisions in regard to his or her school. Therefore, your first meeting with a school principal will be of utmost importance. Without a school principal being on board, there is not much chance of success for any outside program. When you meet with a principal, also ask to be introduced to the assistant principal in charge of activities as well as the guidance counselor. These individuals will be invaluable *Friends* to the CSF process at each of your schools. Individual PTA chapters will provide a good conduit to parents and the surrounding community. Be certain to ascertain who holds the office of president for each PTA chapter and plan to meet with him or her to share the CSF dream and seek his or her support.

## Utilizing the Workbook

The following page has a chart where you can make a list of targeted schools in your region followed by a workbook page for each of ten targeted schools. Council members should divide into teams of two and be responsible for gathering information for each school. Each team will also be responsible for setting up a first meeting with the schools' principals and other key individuals. This same team will also be your council's liaison for the establishment and maintenance of their assigned school's scholarship and/or reading room programs. There is a checklist of items that need to be discussed with each principal on each school workbook page. We've included many more pages and work areas than your council will initially need. We've created the extra work spaces for future expansion.



★ The school superintendent for our region is \_\_\_\_\_ .  
Council team members \_\_\_\_\_ and \_\_\_\_\_  
will make contact with the superintendent’s office and arrange a meeting with him or her to garner support for the CSF programs. These council members will also ask for direction in determining those schools in our district that are most receptive to the CSF programs *before* our school list is compiled.

## ★ Our Targeted Schools ★

As soon as possible—at a regular monthly council meeting—your council should compile a list of targeted schools based on the superintendent’s recommendations. Each targeted school should be “adopted” by a team of two council members. This team will gather information and become a permanent council liaison to their assigned schools throughout the establishment and maintenance of both Carson Scholars Fund programs.

SCHOOL	COUNCIL MEMBER TEAM
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____





SCHOOL

COUNCIL MEMBER TEAM

8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

## My Team's School #1

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
- Inform the principal that the CSF headquarters will send scholar applications to the school, will select the winner from three finalists and also be responsible for scholarship distribution once the scholar has graduated from high school and is enrolled in an accredited four year college or university.
- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
- Assure the principal that you are there to provide support and insight at any time.

### Notes and Follow-Up

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## My Team's School #2

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
- Inform the principal that the CSF headquarters will send scholar applications to the school, will select the winner from three finalists and also be responsible for scholarship distribution once the scholar has graduated from high school and is enrolled in an accredited four year college or university.
- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
- Assure the principal that you are there to provide support and insight at any time.



**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## My Team's School #3

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
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### Notes and Follow-Up

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**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## My Team's School #4

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
- Inform the principal that the CSF headquarters will send scholar applications to the school, will select the winner from three finalists and also be responsible for scholarship distribution once the scholar has graduated from high school and is enrolled in an accredited four year college or university.
- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
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### Notes and Follow-Up

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## My Team's School #5

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
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### Notes and Follow-Up

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## My Team's School #6

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Notes and Follow-Up

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### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
- Inform the principal that the CSF headquarters will send scholar applications to the school, will select the winner from three finalists and also be responsible for scholarship distribution once the scholar has graduated from high school and is enrolled in an accredited four year college or university.
- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
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## My Team's School #7

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
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- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
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### Notes and Follow-Up

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## My Team's School #8

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Notes and Follow-Up

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### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
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- Inform the principal that the CSF headquarters will send scholar applications to the school, will select the winner from three finalists and also be responsible for scholarship distribution once the scholar has graduated from high school and is enrolled in an accredited four year college or university.
- Ask to be introduced to the assistant principal in charge of activities, the guidance counselor, and the PTA president.
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## My Team's School #9

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
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### Notes and Follow-Up

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**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## My Team's School #10

My advisory council teammate for contacting this school is \_\_\_\_\_ Phone \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PTA President: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ★ Points for the Principal ★

- Introduce the benefits of the CSF programs to the school.
- Underscore the significance of the CSF program being promoted on a school-wide basis. Dr. Carson is an important role-model for all students in the school.
- Emphasize the importance of faculty promoting the CSF program and opportunity to all their students.
- Share the importance of spotlighting the student who is named a Carson Scholar. Suggest an assembly or special gathering to celebrate the winner each year.
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### Notes and Follow-Up

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## ★ Friends in Government ★

If there's any issue that is a priority to government officials, it's education. Identifying and contacting government officials in your region will be a great resource for expanding your network of *Friends* and contributors. During one of your first council meetings, have your members identify government officials in the region where you're establishing your chapter. Then divide up your list and have teams of two make an initial contact with his or her office to share your chapter's goals and the overall CSF vision. Make sure to invite them to special events like your awards ceremonies or reading room openings.



*Harford County, Maryland government officials  
with local donors.*

My council member teammate for contacting these individuals is:

\_\_\_\_\_ Phone \_\_\_\_\_

**Name** \_\_\_\_\_

Elected Position \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone \_\_\_\_\_

Office Fax \_\_\_\_\_

**Administrative Asst.** \_\_\_\_\_

Phone \_\_\_\_\_

**PR Director** \_\_\_\_\_

Phone \_\_\_\_\_

PR Email \_\_\_\_\_

**Name** \_\_\_\_\_

Elected Position \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone \_\_\_\_\_

Office Fax \_\_\_\_\_

**Administrative Asst.** \_\_\_\_\_

Phone \_\_\_\_\_

**PR Director** \_\_\_\_\_

Phone \_\_\_\_\_

PR Email \_\_\_\_\_

## Notes and Follow-Up

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**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## ★ Friends in Media, Sports and Entertainment ★



*Legendary news anchor, Sam Donaldson, with a CSF scholarship winner.*

In expanding your network of *Friends*, don't forget the importance of making connection with those in the media, sports and entertainment. Gathering contact information for the local newspapers, television and radio stations in your area is an important task for your council. Begin to develop a relationship with these individuals early so they'll be receptive to covering your cause when you need news coverage for special events. Your council members may also know—or have affiliates who know—individuals in sports and entertainment who might be interested in promoting your CSF chapter.

My potential contacts for this category are \_\_\_\_\_ and \_\_\_\_\_.

**Name** \_\_\_\_\_

Media   Sports   Entertainment   (Circle One)

Affiliated with \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

Email \_\_\_\_\_

**Name** \_\_\_\_\_

Media   Sports   Entertainment   (Circle One)

Affiliated with \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

Email \_\_\_\_\_

### Notes and Follow-Up

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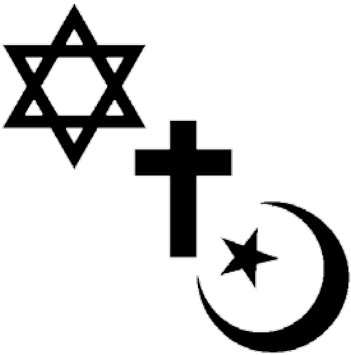


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**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## ★ Friends in Faith-Based Communities ★



Members of churches, synagogues and mosques can provide a powerful network of *Friends* for your chapter. Many of these religious entities are already invested in the development and care of young people and may well be receptive to supporting the establishment of a Carson Scholars Fund Chapter in your area. Whether through supporting your chapter by funding a scholar or reading room, or providing a hall or auditorium for you to hold an event, the faith-based community is one that should not be overlooked. Teams of two council members should be responsible for gathering contact information for two faith-based entities in your region and arrange to meet with the leader of each congregation. Remember, many of these faith-based communities have their own schools. Be sure to remind them that the CSF programs are available to both public and private schools.

My council member teammate for contacting two faith-based entities is \_\_\_\_\_ Phone \_\_\_\_\_

**Name of church, synagogue or mosque**

**Name of church, synagogue or mosque**

\_\_\_\_\_

\_\_\_\_\_

Leader \_\_\_\_\_

Leader \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Website \_\_\_\_\_

Administrative Asst. \_\_\_\_\_


Administrative Asst. \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

## Notes and Follow-Up

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

 **Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## ★ Friends Who Contribute Services and Goods ★



Printers, web designers, graphic artists, sign and banner companies, photographers, rental companies, contractors, and those involved with food service and catering are among those who may be very willing to contribute the services and goods your chapter will need. You'll certainly need these services as you plan your student recognition ceremonies. As you raise funds for establishing reading rooms, it will be very helpful if you have a bank of individuals and companies who are willing to provide the services and goods to help furnish the rooms as well. Don't forget to remind these *Friends* that these types of donations can be tax-deductible or can be utilized as advertising or marketing expense.

My potential contacts for this category are:

**Name** \_\_\_\_\_

Company \_\_\_\_\_

Services/Goods \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**Name** \_\_\_\_\_

Company \_\_\_\_\_

Services/Goods \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**Name** \_\_\_\_\_

Company \_\_\_\_\_

Services/Goods \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**Name** \_\_\_\_\_

Company \_\_\_\_\_

Services/Goods \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_



**Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.

## ★ Friends Who Volunteer ★




CSF board member Phyllis Friedman and Dr. Carson's mother, Sonya, at a reading room opening.

Once your chapter gets rolling you'll have many tasks to accomplish. You'll need volunteers to help you with all the details of holding an awards ceremony as well as volunteers to participate in the activities of the reading rooms you establish. Having a bank of individuals who are ready to help you is vital so that your council members can concentrate on performing the most important job of fundraising, in addition to promoting and expanding the CSF vision in your region. Each council member should try to identify 10 individuals who might be interested in becoming a CSF chapter volunteer, list them below and begin to contact them to share the opportunity for them to be involved. You may want to develop a list of potential duties for which you will need volunteers. Duties might include mail preparation, making phone calls, helping to set up a reading room, or volunteering to help with your annual awards ceremony and banquet.

### My List of Potential Volunteers

1. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
2. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
3. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
4. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
5. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
6. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
7. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
8. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
9. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
10. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

 **Reminder:** After completing this page, don't forget to make a copy for your recording secretary to add to your chapter's files.



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## ★ Additional Contact and Notes ★

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# Raising Funds

## ★ Friends in Business and Philanthropy ★



*Board member Wes Guckert poses with scholar Tanner Corse and his father Carl Corse.*

Because the ultimate success of your chapter depends on successful fundraising, there is no category of *Friendraising* more important than *Friends in Business and Philanthropy*. Those in the corporate and business world, as well as private donors and charitable foundations, are your best resource for raising the funds needed to provide school scholarships as well as Ben Carson Reading Rooms for your region.

## Points to Remember

- ★ Contributions to Carson Scholars Fund are tax deductible.
- ★ Over 90 cents of every dollar contributed is directly invested into the CSF educational programs.
- ★ CSF headquarters will work directly with schools in establishing Ben Carson Reading Rooms for those schools who have an underwriter for the reading room.
- ★ The chapter treasurer will forward all contributions to CSF headquarters where the funds will be deposited into the chapter account.

## Utilizing the Workbook

In order to utilize this section of the workbook effectively, you will need to first familiarize yourself with the Carson Scholars Fund Menu of Giving on the following page. As you identify potential contributors, you will need to assign a contribution target for each of your contacts. In addition, on page 40 you will find a small section where your chapter can set fundraising goals. On page 52, in the next section of the workbook, you will find an explanation of procedures for awarding scholarships as well as establishing a reading room.

## Raising Funds

### ★ CSF Giving Menu ★

- ★ **\$100,000** gift will provide two (2) Named Scholarships in the corporate/individual donor's name\*, one (1) reading room in the corporate /individual donor's name.
- ★ **\$50,000** gift will provide one (1) Named Scholarship in the corporate/individual donor's name\*, one (1) reading room in the corporate/individual's name.
- ★ **\$30,000** gift will provide one (1) Named Scholarship in the corporate/individual donor's name\*.
- ★ **\$25,000** gift will provide one (1) reading room in the corporate/individual donor's name\* and one (1) one-time school scholarship.
- ★ **\$20,000** gift will provide one (1) reading room in the corporate/individual donor's name\*.
- ★ **\$10,000** gift will provide five (5) one-time school scholarships.
- ★ **\$5,000** gift will provide funding to help replenish existing reading rooms or provide two (2) one-time school scholarships.
- ★ **\$3,000** will provide funding to help replenish existing reading rooms.
- ★ **\$2,000** gift will provide funding for one (1) one-time school scholarship. (Council members commit to providing as least this amount on an annual basis.)
- ★ **\$1,000** gift will provide one (1) recognition package for two (2) one-time Carson Scholars or where your money is needed the most.
- ★ **\$500** gift will provide a recognition package for one (1) one-time Carson Scholar or where your money is needed the most.
- ★ **\$100** gift will go where your money is needed the most.

\* or in honor or memory of any individual, corporation or designee.

## ★ Our Chapter's Fundraising Goals ★

In addition to identifying those who are potential contributors to your cause, your chapter will be most effective if you set a few immediate and long-term goals. We have included this page so that you are able to do so.

- ★ In our first school year \_\_\_\_\_, raise \$ \_\_\_\_\_ to fund up to \_\_\_\_\_ one-time school scholarships.
- ★ In school year two \_\_\_\_\_ raise \$ \_\_\_\_\_ to fund up to \_\_\_\_\_ one-time scholarships, \_\_\_\_\_ endowed scholarships and \_\_\_\_\_ reading rooms.
- ★ At the end of three years, school year \_\_\_\_\_, raise \$ \_\_\_\_\_ to fund up to \_\_\_\_\_ one-time scholarships, \_\_\_\_\_ endowed scholarships and \_\_\_\_\_ reading rooms.
- ★ At the end of five years, school year \_\_\_\_\_, raise \$ \_\_\_\_\_ to fund up to \_\_\_\_\_ one-time scholarships, \_\_\_\_\_ endowed scholarships and \_\_\_\_\_ reading rooms.

**Reminder:** Advisory council members are expected to annually contribute at least \$1,500 to underwrite one school's scholar.



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# Awarding Scholarships

## Establishing Reading Rooms

Your ultimate goal as an advisory council is to provide as many school scholarships and reading rooms as possible for your region. This section of the workbook will be devoted to a brief explanation of the scholarship process, the logistics of planning a CSF awards ceremony as well as establishing Ben Carson Reading Rooms. Remember, the Carson Scholars Fund staff stands by ready to help guide you through both processes. As questions arise, record your inquiries for the CSF headquarters in the questions section provided earlier in the workbook.



*Dr. Carson awards a medal to a deserving Carson Scholar.*



*Donors Louis and Phyllis Friedman celebrate the grand opening of the Ben Carson Reading Room at Havre de Grace Elementary School.*



*Carson Scholars show-off their medals before the Awards Banquet.*



## Awarding Scholarships and Establishing Carson Reading Rooms

# Awarding Scholarships Checklist

To simplify understanding of the actual scholarship application and award process, we have created a checklist of step-by-step procedures for each school. The same team that made the initial school contact should complete the checklist. Teams should accomplish and check off each item before moving on to the next task.

- Secure a \$2,000 contribution from a corporate or individual donor for the CSF scholarship at the school.
- Chapter council members will direct all contributors to make checks payable to Carson Scholars Fund with the chapter's name on the memo line of each check.
- The chapter treasurer will collect all contributions, record them and forward them to the CSF headquarters.
- CSF headquarters will send an acknowledgement and thank you letter to each contributor for tax purposes.  
Your chapter should also acknowledge the contribution through a letter of appreciation.
- Ask the principal to set aside a brief time during a faculty meeting to announce the CSF program to garner faculty support for promoting the opportunity in their classes and throughout the school.
- Ask the principal to help you contact your district's PR department to request that they notify local news services to announce the program.
- Ask that a formal announcement be made to the student body informing them of the CSF opportunity and also request that reminder announcements be made at all school assemblies.
- Inform the CSF staff that scholarship applications and guidelines for accepting applications need to be sent to the school.
- Fourth through eleventh grade teachers will identify students in their classes that have at least a 3.75 grade point average and have demonstrated strong humanitarian qualities.
- Identified students will complete the scholarship application that includes writing an essay based on questions on the application.
- Once the school has verified its three finalists, make sure they send the three finalist's applications to the CSF headquarters. The headquarters staff will forward all the applications to the Carson Scholars Fund Selection Committee.
- Once the selection committee has determined the school winner, your chapter, the school principal and the winner will receive notification. Certificate, school trophy and scholar medal will also be sent from the CSF headquarters.
- Ask your principal to either hold an assembly to celebrate the finalists and winner or include a celebratory segment in an upcoming assembly. Ask the district PR department to notify local news services of the scholarship award and celebratory school event.  
*(CSF headquarters must review all press releases and promotional materials before they are released to the public and/or press.)*
- Participate in planning your annual awards ceremony to honor the scholar.

## Reminder

Awarded scholarships are invested by the CSF for the recipient's benefit until he or she graduates from high school and is accepted into an accredited four year college or university. Scholarship funds will be paid directly to educational institutions.

# Establishing Reading Rooms



*A look inside the Margaret Brent Elementary School reading room.*

There are several phases in establishing a Ben Carson Reading Room. Once the funds have been raised to provide a room for a school, there is a planning phase followed by a construction and furnishing phase. Most of the details of actually constructing and furnishing a room will be coordinated by the CSF headquarters. However, your council will have an important first role to play in promoting the concepts of this program so that you are successful in your efforts to secure underwriting for rooms in the schools of your region.

Developing a love for reading at a young age has been proven to be vital to a young person's overall academic success and therefore, our focus remains on *first* establishing reading rooms in elementary schools. The superintendent has already helped your council identify schools where the CSF programs will be

most welcomed, so begin with the elementary schools on your original list. It will be easiest to target schools that already have funding for a scholarship because your council teams have established working relationships in these locations. A typical Ben Carson Reading Room takes about 90 days to build. After these schools have a reading room, then expand your efforts to others on your list of targeted schools. Of course, there's always the possibility that you'll receive requests from schools not on your list. If that happens, you can begin to work with the interested school and seek donors to underwrite a room for that school.

*Through reading,  
I learned that the person who had the most to do  
with what happened to me in life, was ME!*

*~ Dr. Ben Carson*

*These pages provide only an overview of the process of establishing a Ben Carson Reading Room. To better understand the details and logistics of establishing a reading room, please request additional materials from the CSF headquarters.*

# Reading Room Procedures Checklist

- Secure \$20,000 from a corporate/individual donor for a Ben Carson Reading Room to be established in one of your region's schools.
- Chapter council members will direct all contributors to make checks payable to Carson Scholars Fund with the chapter, school name, and reading room designation on the memo line of each check.
- The chapter treasurer will collect all contributions, record them and forward them to the CSF headquarters for deposit into your chapter's account.
- CSF headquarters will send an acknowledgement and thank you letter to each contributor for tax purposes. Your chapter should also acknowledge the contribution through a letter of appreciation.
- Meet with the targeted school's principal to discuss the reading room opportunity.
- Have the principal designate a room to become the Ben Carson Reading Room.
- If there is an active PTA in the school, have the principal facilitate a meeting with PTA officers to discuss the purpose of the reading room. Then, solicit their assistance in the development of a volunteer team (to include students from the school) that will coordinate the furnishing of the room as well as with developing incentive/reward programs to be held three days a week before and after school.
- If the PTA is not active, refer to your list of volunteers in the *Fundraising* section of this workbook and solicit their support in becoming a team to accomplish the proceeding task.
- Once the location of the room is determined and the volunteer team is in place, the CSF headquarters will coordinate execution of all deliverables.
- The school's team of volunteers will begin the furnishing process to include painting, assembly and installation of shelves, hanging of posters, and general furnishings installation for the reading room.
- Ask the principal to have the school's webmaster create a page that announces and celebrates the activities of the reading room.
- Coordinate and plan a ribbon-cutting ceremony with donors, the superintendent of schools, community leaders, the principal, faculty, staff, and the PTA after the room is ready for use and following the development of the reading room schedule, incentive program, as well as volunteer staffing for the room.
- Ask the district PR department to notify local news services of the official opening of the Ben Carson Reading Room. (CSF headquarters must review all press releases and promotional materials before they are released to the public and/or press.)
- Ask your principal to hold an all-school assembly to celebrate the opening of the reading room.
- Write a letter to each reading room donor inviting them to visit and observe the activities and programs connected with the reading room.

# Your Annual Student Recognition Ceremony and Banquet

One of the most rewarding experiences as a chapter advisory member will be attending your annual scholar recognition awards ceremony. This is a very special occasion each year where your council will spotlight those students who have been selected to be Carson Scholars in your funded schools. Scholarship recipients will gather along with their families and friends, your council members, donors, school officials and other dignitaries to celebrate the stellar achievements of your chapter's scholars.

You'll need to plan this event well in advance in order to ensure that your ceremony is a success. We've created this section to walk you through the steps of planning your celebration. Be sure to have a photographer on hand to capture all the pride and joy that's sure to overflow from not only your chosen scholars but from all who attend!



*Scholars in Indianapolis, Indiana*



*Scholars in Baltimore, Maryland*



*Scholars in Lee County, Florida*

## Your Annual Student Recognition Ceremony and Banquet

One of the first tasks you'll need to accomplish in regard to your award ceremony is to establish a budget. You may have wondered why the cost of awarding a one-time scholarship is \$2,000 when a scholar is awarded just \$1,000. The extra funds are divided into two cost categories. The first \$750 covers the cost of a recognition package for the scholar which includes a Carson Scholars Fund certificate, trophy and medal. The remaining \$250 is set aside to cover the costs of a scholar and two guests attending your awards banquet as well as necessary miscellaneous expenses in connection with your banquet and future events. Each scholar and their two guests are the only individuals who will attend the banquet without charge so you'll need to establish a ticket price for attendance as well. Working closely with you and your chosen venue for the ceremony, the CSF headquarters will disperse the funds directly from your chapter's account to pay necessary expenses. We also recommend that your chapter secures local businesses as sponsors for the awards banquet to help underwrite the expenses. Your banquet can be your largest fundraiser. Don't forget to enlist the support of those on your list of *Friends* compiled earlier in the workbook.

### Calculating Your Budget

The number of scholars in attendance will establish your overall budget. To calculate your budget, simply multiply the number of scholars to be honored by \$250.

$$\begin{aligned} 10 \text{ Scholars being honored} &= \$250 \times 10 = \$2,500 \text{ for the banquet budget} \\ 50 \text{ Scholars being honored} &= \$250 \times 50 = \$12,500 \text{ for the banquet budget} \\ 100 \text{ Scholars being honored} &= \$25,000 \text{ for the banquet budget} \end{aligned}$$

You may only have a few scholars for your first banquet and so you'll want the size of your chosen venue to reflect this. As your chapter expands to include more scholars, you'll be able to expand your banquet options. Expect many more guests to attend as you increase the number of scholars in your area each year. Funds generated from ticket sales will greatly increase your options for the type of banquet your advisory council can hold. All unused funds are utilized for future scholarship endeavors.

### Checklist

- Appoint two council members to oversee the planning and execution of your recognition banquet.
- At least six months in advance, set a date for your banquet. We have found that Sunday afternoons seem to be a convenient time for most people.
- Begin to explore various venues for your banquet bearing in mind the number of students in your region who will become Carson Scholars in the next year.
- Keep your budget in mind as you begin to plan.
- Seek the guidance of CSF headquarters staff throughout the banquet planning phase.

### Committees

While two council members will have the responsibility for directing the overall planning of your banquet, you should form two member committees to address the following needs.

- Program Committee
- Venues Committee
- Food Committee
- Guest Speaker Committee
- Invitations, Program Book and Sponsorships Committee

# Description of Advisory Council Officers and Duties

## President

The president of a Carson Scholars Fund Chapter will preside over all council meetings, set council meeting agendas, send out meeting reminders to all council members, and generally, be the individual to whom council members go with suggestions and/or concerns. The president will also be responsible for seeing that his or her chapter is carefully following the instructions for establishing and maintaining a CSF chapter as reflected in this workbook. In addition, the president will be the individual most closely in touch with CSF headquarters in regard to his or her chapter's progress.

## Recording Secretary

The recording secretary will take minutes at each council meeting and prepare them for distribution to all council members several days before the following council meeting. The recording secretary will also be responsible for compiling information from council members generated as a result of utilizing this workbook. All generated information should be compiled in an expanding word document for each workbook category. These documents should be distributed to members on a regular basis so that council members can have updated information in their binders.

## Treasurer

The treasurer will be responsible for collecting, recording and sending all contributions given on behalf of your chapter to the CSF headquarters, and also receiving necessary funds for program operation from the CSF. The treasurer will keep careful records of all contributions and make certain that all checks are payable to Carson Scholars Fund with your chapter's name on the memo line of each check. A copy of all checks should be made for your chapter's records. All contributions to your chapter are to be sent to CSF headquarters where they will be deposited into your chapter's account.

Once processed, all contributions should be mailed to:

Carsons Scholars Fund  
305 W. Chesapeake Avenue, Suite 310  
Towson, Maryland 21204

## Officer Duties, Advisory Council Roster, Key Dates, and Planning Calendar

1) Name: \_\_\_\_\_

**(President)**

Address: \_\_\_\_\_

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2) Name: \_\_\_\_\_

**(Recording Secretary)**

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**(Treasurer)**

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Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

9) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

10) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

# Key Dates to Remember

Throughout the year, there are a number of key dates your council needs to keep in mind as you begin working on your planning calendar. These are deadlines that are vital in helping your council coordinate all your events and activities with the CSF headquarters. Place these on your calendar first so your council can plan accordingly.

- ★ **Late October** - Notify headquarters of schools that your chapter will be sponsoring.
- ★ **Mid November** - Carson Scholars Fund applications are mailed to schools.
- ★ **Late November** - School nomination process should be completed, students begin to work on the applications.
- ★ **Late January** - Carson Scholars Fund applications are due at headquarters.
- ★ **Mid February** - Deadline for scholarship funding to be received by headquarters.
- ★ **Early April** - Winners and non-winners are notified. Scholar Awards Ceremony invitations are sent to winners.
- ★ **April-May** - Scholar Award Ceremonies are held in chapter locations (dates may vary).
- ★ **August and January** - Scholarship payouts are sent to requested institutions.





# 2012

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# 2013

## January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# 2014

## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# April 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Easter						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# May 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		



# June 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



# July 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
			Independence Day			
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





# August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
	Labor Day					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# October 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Columbus Day					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# November 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Veteran's Day	Veteran's Day Observed					
18	19	20	21	22	23	24
				Thanksgiving		
25	26	27	28	29	30	



# December 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Christmas Day				



# January 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Birthday of Martin Luther King, Jr.	22	23	24	25	26
27	28	29	30	31		



# February 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	Washington's Birthday					
24	25	26	27	28		



# March 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Easter						





# April 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



# May 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	



# June 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# July 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# August 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# September 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Labor Day					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# October 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	Columbus Day					
20	21	22	23	24	25	26
27	28	29	30	31		



# November 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Veteran's Day					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				Thanksgiving		





# December 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Christmas Day			



# January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			New Year's Day			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	Birthday of Martin Luther King, Jr.					
26	27	28	29	30	31	



# February 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Washington's Birthday	18	19	20	21	22
23	24	25	26	27	28	



# March 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# April 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Easter						
27	28	29	30			



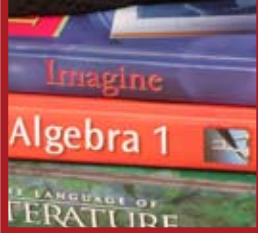
# May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27	28	29	30	31

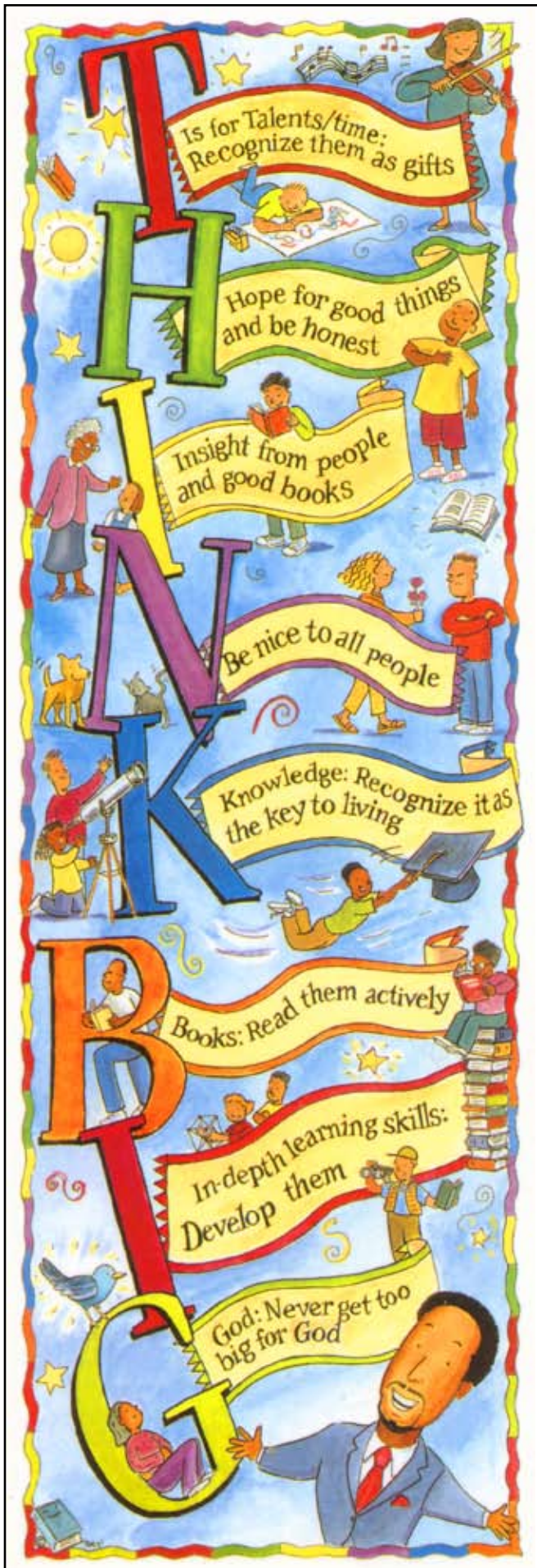


# June 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					







## Carson Scholars Fund

410.828.1005 in Maryland  
877.773.7236 Toll Free  
410.828.1007 Fax  
305 W. Chesapeake Avenue, Suite 310  
Towson, MD 21204  
[www.carsonscholars.org](http://www.carsonscholars.org)

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