

Part II – Line 1

Articles of Incorporation (attached)

Part II – Line 5

Bylaws (attached)

Part IV – Narrative

Colton Holly attended Wilsonville High School in Wilsonville, Oregon where he was preparing to enter his junior year. Colton was actively involved in Wilsonville Youth Sports in which he played football, baseball, and lacrosse. As a freshman, Colton was a member of the Varsity swim team and Junior Varsity lacrosse team. As a sophomore, Colton was a member of the Varsity wrestling team and Junior Varsity lacrosse team. Wrestling and lacrosse were his favorite sports and he played them with a passion and intensity that was second to none. His passion for sports, especially wrestling and lacrosse are what lead to the creation of The Colton Holly Memorial Scholarship Fund as a way to honor his memory after he passed away in July of 2010.

The Colton Holly Memorial Scholarship Fund (The Fund) was exclusively created for charitable purposes. Specifically, The Fund was created to provide: college scholarships to students who attend Wilsonville High School; fee scholarships for participants of Wilsonville Youth Sports; and fee and equipment scholarships to participants of The Wilsonville Lacrosse Foundation; all organizations being located in Wilsonville, Oregon.

As the Board of Directors also has a passion to assist single parent families, the Board may, at its discretion, “adopt a family” through a local organization and assist them with holiday needs such as food and presents for their children. Also at the Boards discretion, a cash donation will be made to Wilsonville Community Sharing (food bank).

Past, Present and Planned Activities

Past

The Colton Holly Memorial Scholarship Fund was originally setup as an ASB (Associated Student Body) account at Wilsonville High School (WHS) in Wilsonville, Oregon. All funds flowed through the high school and remained within the ASB account.

Present

Currently, The Fund plans an annual fundraiser that is the primary funding source for The Fund. The Fund held its first fundraiser on April 2, 2011 in Wilsonville, Oregon. Based upon the funds raised, The Fund provided a \$3000 college scholarship to two WHS graduating seniors who attended college in the fall of 2011. The Fund also made donations to Wilsonville Youth Sports, the WHS Wrestling Team (to help pay for summer camps), Wilsonville Community Sharing (food bank), and adopted three families during the 2011 holiday season through Tualatin United

Methodist Church. On February 11, 2012, The Fund held its second fundraiser, also in Wilsonville, Oregon.

Planned Activities

Based upon the funds raised at the 2012 fundraiser, The Fund plans to support the following activities:

- Three \$3000 college scholarships to graduating seniors at WHS
- Donation to Wilsonville Youth Sports (exclusively for fee scholarships)
- Donation to The Wilsonville Lacrosse Foundation (exclusively for fee and equipment scholarships)
- Donation to Wilsonville Community Sharing (food bank)
- Adopt local families through Tualatin United Methodist Church

The fund plans to continue this level of support indefinitely. Scholarship and donation amounts will be based upon the funds available for that particular year.

College Scholarships

Each year, depending upon the funds raised for that particular year, the Board of Directors will determine the amount and quantity of available scholarships. Currently, three scholarships, each worth \$3000 are being awarded. Working in conjunction with the College and Career Counselor (currently Lindy Tucker) from Wilsonville High School, The Fund will make available an application for that year's scholarship. Generally, the application is available from Spring Break through the last school day in April. Once the application deadline has passed, the Application Review Committee will meet to review the applications and choose the scholarship participants for that particular year. In order to maintain neutrality, personal information from each applicant is redacted from the application before the Application Review Committee reviews them. Once the recipients have been chosen, certificates will be presented to the recipients of the scholarships at the Wilsonville High School Senior Awards Night, which is generally held during the first week of June.

The College Scholarships portion will utilize approximately 90% of the time allocated to The Fund.

The College Scholarships portion undertaken by The Fund is funded exclusively through contributions. Each year, The Fund will hold a fundraising dinner/auction and this fundraiser will account for approximately 95% of the total funds available for that particular year. This is

the only fundraising done exclusively by The Fund. The remaining 5% of funding comes from local organizations that make donations based off of their own fundraisers. Examples of this include the Wilsonville High School Wrestling and Lacrosse teams who each sponsor their own tournament and donate a portion of the proceeds to The Fund.

Fee and Equipment Scholarships

Each year, depending upon the funds raised for that particular year, the Board of Directors will determine the amount and quantity of available fee and equipment scholarships. For Wilsonville Youth Sports (WYS), The Fund will make a cash donation to the organization and will specify the usage requirements for that donation. An example of this would be that the donation is to be used only for fee scholarships for participants who have requested financial assistance, and to specify that the fee scholarships only be used towards a particular sport that is in need of additional funding.

At the Board of Directors discretion, fee and equipment scholarships will be provided to The Wilsonville Lacrosse Foundation (WLF). In the same manner described above for WYS, the Board will make a cash donation for fee scholarships to the WLF. For equipment scholarships, it is expected that The Fund will coordinate with a local equipment supplier in order to secure discount pricing, which it will then use to purchase equipment (helmets, pads, sticks, etc) for those who have requested financial assistance from the WLF. When a participant outgrows their equipment, they will be asked to return the equipment to The Fund, who will then provide that equipment, assuming it is in good working order, to another participant in need. The Board will work with the Director of the WLF in order to determine the amount of fee and equipment scholarships necessary.

The fee scholarship for Wilsonville Youth Sports is expected to utilize approximately 2% of time allocated to The Fund, while the fee and equipment scholarships for The Wilsonville Lacrosse Foundation are expected to utilize approximately 5%.

Adopt a Family

Each year, depending upon the funds raised for that particular year, the Board of Directors will determine the amount of funds available to “adopt a family”. It is generally assumed that each family will be provided with approximately \$200 in food and gifts for their children. The amount of families to be adopted will be based upon this number and the availability of funds. For example, if \$800 is allocated by the Board, The Fund will commit to helping four families. When coordinating with the local agency, The Fund will specifically request to assist single parent families.

The Adopt a Family support is expected to utilize approximately 2% of time allocated to The Fund.

Wilsonville Community Sharing

Each year, depending upon the funds raised for that particular year, the Board of Directors will determine the amount of a cash donation to be made to Wilsonville Community Sharing (a local food bank).

The Wilsonville Community Sharing donation is expected to utilize approximately 1% of time allocated to The Fund.

See paragraph three under “College Scholarships” for details of how these programs will be funded.

Part V

Line 2a - Relationships

Brad Holly and Samantha Holly are husband and wife. Patricia Holly is Brad Holly's mother. Susan Swift is Samantha Holly's mother. Brad and Samantha Holly are Colton Holly's parents and Patricia Holly and Susan Swift are Colton Holly's grandmothers.

Line 3a – Qualifications

Name:	Brad Holly
Title:	President/Director
Qualifications:	Incorporator of The Fund; supervisory experience; AS in Business Admin.
Average Hours Worked:	20 hours per month
Duties:	Supervise all assets, business, and affairs of The Fund; preside over Board meetings; perform other duties as directed by the Bylaws of The Fund.
Name:	Samantha Holly
Title:	Secretary/Director
Qualifications:	Incorporator of The Fund; corporate paralegal experience; AS in Paralegal Studies.
Average Hours Worked:	20 hours per month
Duties:	Keep and maintain record of minutes of Board meetings; keep and maintain corporate records; prepare or cause to be prepared the annual report for The Fund; perform other duties as directed by the Bylaws of The Fund.
Name:	Patricia Holly
Title:	Director
Qualifications:	Thirty plus years of accounting and controller experience.
Average Hours Worked:	2 hours per month
Duties:	Manage affairs of The Fund; assist in tax preparation filings.
Name:	Susan Swift
Title:	Director
Qualifications:	Fifteen plus years of accounting and controller experience
Average Hours Worked:	2 hours per month
Duties:	Manage affairs of The Fund

Part V

Line 5a – Conflict of Interest Policy

The Board of Directors adopted the attached Conflict of Interest Policy on March 25, 2012 (attached).

Part VI – Benefits to Others

Line 1a – Benefits to Individuals

See “College Scholarships” and “Adopt a Family” under Part IV Narrative.

Line 1b – Benefits to Organizations

See “Fee & Equipment Scholarships”, and “Wilsonville Community Sharing” under Part IV Narrative.

Line 2 – Program Limitations

The College Scholarships are currently only available to graduating senior athletes from Wilsonville High School. Fee and equipment scholarships are currently only available to participants of either Wilsonville Youth Sports or The Wilsonville Lacrosse Foundation. See Part IV narrative for details on how recipients are selected for each program.

Part VIII – Your Specific Activities

Line 4a – Fundraising Activities

Primary funding for The Fund will be accomplished via an annual fundraising dinner/auction. To obtain items for auction purposes, The Fund will utilize mail, email, and personal solicitations of local businesses and service providers. Cash donations will be deposited in the general fund and item donations will be prepared for auction at the fundraising dinner/auction. A local event facility is chosen to host the fundraiser as is a local catering company. Admission to the fundraiser is charged in order to cover the costs of related expenses (event facility, insurance, food, auctioneer, etc) with the primary source of funds being raised coming from the auctioned items.

Upon receipt of 501(c)(3) status, The Fund, by direction of the Board, may elect to accept donations via www.coltonholly.org.

Other organizations may make donations to The Fund at their discretion. Currently, The Wilsonville High School Wrestling and Lacrosse Teams hold annual tournaments utilizing Colton Holly's name. The Colton Holly Memorial Tournament (wrestling) is held in January and The Colton Holly Shootout (lacrosse) is held in July. Both of these organizations may donate a portion of tournament proceeds to The Fund, but The Fund is in no way involved in the planning or operations of these tournaments, nor does it rely on these as a primary source of funding.

Line 4d – Jurisdictions

The Fund will conduct its own fundraising in each of the 50 states, including the District of Columbia and intends to comply with all applicable state and local fundraising laws. The Fund does not intend to raise funds for other organizations or to use other organizations to fundraise for it.

Line 13b – Distributions to Organizations

Wilsonville Youth Sports and The Wilsonville Lacrosse Foundation, both nonprofit organizations, exist to create environments in which youth can remain active and participate in their favorite sports. Since The Fund exists to provide scholarships, both organizations further The Fund's exempt purposes by having in place a system that allows youth to participate, even if their families may not be able to afford to do so.

Line 13d – Relationships

Wilsonville Youth Sports – No relationships exist

The Wilsonville Lacrosse Foundation – No relationships exist.

Line 13e – Records

The Fund currently uses Quickbooks Professional 2012 in order to track all expenditures. Each organization is setup individually and this program gives us the ability to track contributions to each organization on a yearly basis.

Line 13g – Oversight Procedures

To ensure that resources given to these organizations further our exempt purposes, restrictions are placed on the donation at the time it is made. These restrictions include, but are not limited to, specifying which sport is eligible for this resource, and more importantly, specifying that the donation is to be used for scholarships for participants who are requesting them, and that the donations are not to be used towards the general fund, or any other funding purpose outside of scholarships.

SCHEDULE H

Section I

Line 1a

The Fund provides college scholarships to graduating students of Wilsonville High School in Wilsonville, Oregon who will attend a four-year college, community college, or a technical school.

Line 1b

The purpose of the scholarships is to assist students in being able to attend college by assisting them with a portion of the costs associated with books, tuition, etc. Currently, three \$3000 scholarships are awarded on an annual basis.

Line 1c

The Fund does not, nor does it intend to, make loans of any kind.

Line 1d

The scholarship program is publicized exclusively through the College and Career Counselor at Wilsonville High School via email blasts to parents. Also, information about the available scholarships is provided to the Wilsonville Spokesman (local weekly publication) via the College and Career Counselor. See attached for a copy of an email blast and local newspaper clipping.

Line 1e-f

See attached for copy of announcement material and application.

Line 3 – Criteria

The scholarship program has the following criteria attached to the application.

- Be a graduating senior from Wilsonville High School
- Have a minimum GPA of 3.0
- Be an active participant of school athletics.
- Be planning to attend a four-year college, community college, or a trade school in the fall of that year.

Line 4a – Recipient Selection

The Board will elect a Scholarship Review Committee (Committee) that will oversee the selection of scholarship recipients. The Board President and Secretary will be members of this committee. Once the deadline for applications has passed, the President and Secretary will assemble the applications and redact any personal information from the copies given to the Committee. The Committee will meet to review the applications and will, by majority vote, choose the recipients of that year's scholarship(s). Academic performance, involvement in athletics, and answers to essay questions showing character and determination are the main criteria in selecting a recipient.

Line 4b-c

The number of scholarships provided and the amount of those scholarships will be determined by the Board. This decision will take place after the annual fundraiser and before the scholarship applications are available. The decision will be based upon the amount of funds available for a particular year. Currently, three scholarships in the amount of \$3000 each are scheduled to be awarded.

Line 4d

All scholarships are one-time payments and are not renewable.

Line 5

Recipients of the scholarship must be in attendance at their chosen school for the fall term immediately following their high school graduation. There are no grade restrictions placed on the scholarships. The student must remain in attendance throughout the term in order to receive the scholarship.

All scholarships are given directly to Wilsonville High School, which oversees the distribution of funds to the respective schools of the scholarship recipients. Should the student drop out of school for any reason, The Fund, via Wilsonville High School, will request a refund of any remaining scholarship funds. Should the student transfer schools, The Fund will request that any remaining scholarship funds be transferred to the new school.

Line 6

The Scholarship Review Committee (Committee) consists of eight members. Currently, these members are Brad and Samantha Holly (President and Secretary), Seth Sondena, Cam Sommer, Neil Ochs, Pedro Lorenzo, Jenna Stanislawski, and Sara O'Neil. The current committee is made up of Colton Holly's closest friends and this is one criterion for being a member of this committee. The remaining criteria are the individuals overall character, willingness to participate, and agreement to be fair and impartial when selecting scholarship recipients. The Board must approve these members. Should a member need to be replaced, the committee will offer up suggestions to which the Board will vote and decide whom to add to the committee.

Should a committee member apply for a scholarship, they will be removed from the committee during the year that they are applying and will not participate in the recipient selection process for that particular year.