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*The Board of Trustees of
The Woodward High School of the City of Cincinnati*

A trust established in 1827 for the educational benefit of Cincinnati public school students

CPS Board of Education Student Assistance Program

The Woodward Trust

In 1827, *William Woodward* and his wife, *Abigail Cutter*, donated a parcel of land just south of what is today Cincinnati's School for Creative and Performing Arts to provide money to allow children whose parents were unable to pay to attend high school. Their vision was to offer a primary education to all children of Cincinnati regardless of the family's financial means. The Woodwards' vision of education pre-dated Ohio's public schools. To further their goals, they established Woodward Free Grammar School and, later, Woodward High School and Woodward College (now part of the University of Cincinnati). While Cincinnati Public Schools (CPS) no longer charge students to attend, Woodward Trust remains exclusively for the educational benefit of CPS students.

"Woodward Trust" is actually a combination of numerous donated funds being administered by the same board of trustees. These funds, starting with the Woodward's 1827 trust above, have been significantly supplemented by many others since 1827. Each of these individual funds has its own covenants and intended beneficiaries, but all have the common focus of directly providing for the benefit of needy CPS students.

Student Assistance Program

As one of its principal programs, Woodward Trust gives money to provide needy CPS K-12 students with a multitude and changing array of academically supportive items and activities. The intent of the trustees is to provide as much overall benefit as possible given the limited funds available each year. In doing so, we want to cast as wide a net as possible seeking to identify both needs and needy students. We also want to ensure that the program is administratively as streamlined as possible, with well-defined, but flexible standards and a minimum of paperwork required so that money can be made readily available once a need is identified.

Primary Standard

Funds are to be used solely for the purpose of supporting the scholastic success of needy students of the Cincinnati Public Schools. This definition is to be interpreted as broadly as reasonably possible, and applied in such a manner as to ensure the benefits granted to the neediest before others and to give priority to items that will provide a lasting impact.

➤ **What will Woodward Trust help pay for?**
Anything that will support the scholastic success of a CPS student.

This has historically included the following:

- Educational supplies – calculators, pens, pencils, paper, bookbags
- Clothes, including gym uniforms
- Shoes, including school & gym
- Coats, hats, gloves
- Travel costs/tokens to/from school
- Educational field trips
- Admission to Cincinnati Museum Center (refer to the CMC’s Woodward Program)
- U.C. Tuition Scholarships (refer to the Woodward Scholarship Program)
- Testing Fees (SAT, PSAT, ACT, AP, IB)
- Test Preparation Classes (Martha Geller)
- Test-Preparation Materials & Software (school-level, not individual)
- College Application Fees
- Graduation Fees, including cap & gown
- Private artistic lessons
- Paying a needy student to perform a small job
- *Any other request which a CPS teacher, counselor or administrator believes warrants consideration by the trustees.*

Woodward Trust will generally *not* pay for general school fees, school uniforms, physical exams, prescriptions, glasses, hearing aids and items associated with sports programs.

NEW IDEAS? We want to hear them!!

The above list is not intended to be all-inclusive or static. Woodward Trust encourages teachers, counselors and administrators to suggest new ideas for ways to support needy students. While we have limited funds, we constantly strive to ensure the maximum benefit from our programs and funds.

➤ **Who is a “Needy” Student?**

The identification of “Needy” students is a subjective assessment, particularly when applying limited funds across a wide population of students. Every student’s situation is different, and we rely on the individual teachers, counselors and administrators who actually know the students to provide our best source for this critical assessment. Woodward Trust provides the following factors for consideration – none more significant than others, each to be taken in light of the student’s overall family, scholastic and emotional environment.

Is the student living in a home . . .

- Where the income is below the poverty level?
- With recently-divorced parents?
- Where there are more than 5 siblings?
- Which has recently been abandoned by a primary supporting parent?
- Where one parent recently died?
- Where a major illness is using most of the income?

Is the student living in a home maintained by . . .

- a single parent or guardian?
- grandparents?
- siblings?
- foster parents?

Is the student homeless?

Is the student living in a . . .

- Homeless shelter?
- Battered women’s shelter?

- Emergency shelter?

Does the student:

- Not have appropriate clothing for school?
- Not have appropriate supplies for school?
- Participate in the Free & Reduced Lunch Program

Is the family unable to afford to develop a student who has exceptional academic or artistic potential?

➤ **Allocation & Funding**

Initial Allocation - Prior to the beginning of each school year, Woodward Trust will determine a funding level for the coming school year. This amount will be communicated to the CPS Office of the Treasurer which will then be responsible for allocating a specific amount (at their discretion) to each individual school while also maintaining a Reserve Pool. Amounts not spent at the end of each year are surrendered back to Woodward Trust.

Additional Allocation - If, prior to the end of the school year, a school utilizes all of its allocation, the CPS Office of the Treasurer may (at their discretion) allocate additional amounts from the Reserve Pool, request additional funds from Woodward Trust or refuse additional funding for some or all of the remainder of the school year. If, prior to the end of the school year, the aggregate Student Assistance Program utilizes its entire funding, the CPS Office of the Treasurer will request additional funding from Woodward Trust.

Program Funding - A portion of the annual funding amount will be provided to the CPS Office of the Treasurer at the beginning of each school year. As monies are spent, upon request and satisfactory reporting of activities, Woodward Trust will advance additional monies. The CPS Office of the Treasurer is responsible for the safekeeping and management of all monies provided to it, and may maintain these monies as they chose (i.e., centralized account vs. disbursing of actual funds to the schools prior to individual specific requests, etc.).

Program Disbursements - All individual requests for money are submitted via the Funds Request Form, signed by the respective school's Principal and sent directly to the CPS Student Activity Funds Division. For requests within the standards provided and otherwise approved by the CPS Office of the Treasurer, amounts are disbursed at their direction and discretion. For requests beyond those standards and any individual request for \$1,000 or more, the CPS Office of the Treasurer will forward the request to Woodward Trust for its specific consideration and approval.

Remainders - Amounts not spent at the end of each year are surrendered back to Woodward Trust.

Special Requests - Unique or large-dollar (\$1,000 or more) requests should be submitted through the normal process but may require additional documentation, consideration and approval by the Woodward Trust Board. Please be sure to allow sufficient time for these additional steps.

For more information, please visit our website at www.WoodwardTrust.com.

Funds Request Forms are available from:

Student Activity Funds Division
Office of the CPS Treasurer
P.O. Box 5384
Cincinnati, OH 45201-5384
(513) 363-0436

The Woodward Trust can be reached by email at WoodwardTrust@Hotmail.com.