

# Instructions for Scholarship Agreement Ellensburg School District Education Foundation

Thank you for establishing and/or sponsoring, through the Ellensburg School District Education Foundation (Foundation), a scholarship to a graduating senior from Ellensburg High School (EHS). Attached is a blank Scholarship Agreement for you to complete. Don't let the length of these instructions or the agreement intimidate you as to complexity or time involved to complete it. You should be able to complete the agreement with a minimal amount of effort by following these instructions. If however, you do not wish to wade through these instructions or have questions regarding the agreement, please contact Mike McCloskey, Unified Scholarship Coordinator, at 509-899-3168 to assist you.

We look forward in working with you to provide scholarships that will assist EHS students in achieving their post high school goals.

## **Getting Started: General Overview.**

By participating with Foundation, your scholarship you will have the opportunity, at your discretion, to become part of the **Unified Scholarship Application Project** where Ellensburg School District graduating seniors need to submit only one application for participating local area sponsored scholarships. If experience is any indication, local scholarship sponsors have received more qualified applications by participating in the project than not.

The other advantage by participating with the Foundation is the federal tax advantage where people interested in creating or contributing to an existing scholarship since the Foundation is considered a 501 c (3) organization. Scholarship funds can either be managed by the Foundation such as an endowment or in a general investment account, or simply pass-through on an annual bases.

## **Section 1.**

**A. Name of Scholarship:** Please indicate the name of the scholarship you want the Foundation to use in promotional scholarship material.

**B. Amount of Scholarship:** Provide the dollar amount of the scholarship. With the ever increasing cost of tuition and other fees, the minimum scholarship should be at least \$500; however, all scholarship fund amounts are welcome.

**C. Frequency of Scholarship:** Circle *Annually* if the scholarship amount is to be awarded every year for the duration of the agreement or *One Time* if the scholarship amount is a one-time scholarship.

**D. Number of Possible Recipients.** Indicate how many recipients are to annually receive the scholarship. If the amount indicated is for recipient per year great. There are scholarships will award more than one per year, oftentimes one male and one female. There are scholarships that vary each year depending on the number and quality of applications received.

**E. Type of Scholarship:** There are three way to donate to establish a scholarship through the Foundation: create an Endowment, a Fixed Term scholarship, or a pooled scholarship.

**Endowment Scholarship:** A minimum of \$34,000 for an annual scholarship of \$1,000.00; \$25,000 for a \$750 scholarship; \$17,000 for a \$500 scholarship. A portion of the annual earned income from investment of the principal will fund annual scholarship award(s), and the balance will remain as principal to ensure endowment growth.

**Fixed term Scholarship:** Annual or one-time scholarship of \$500 or more can be established. Complete this option if you do not want to sponsor an Endowment or just wish to annually sponsor a scholarship valued over \$500.

**F. Scholarship Sponsor Contacts:** List the primary contact for the scholarship and other individuals who has decision-making authority for the scholarship. The individuals listed will be contacted periodically by the Foundation and/or Ellensburg High School Counseling staff. Please indicate the preferred method of correspondence.

**G. Scholarship Criteria.** This is the meat and potatoes of your scholarship. The criteria are important to the extent that: 1) students will use the criteria you provide to determine eligibility and whether to apply; and 2) the scholarship selection committee will use the criteria select the scholarship recipient.

**GPA:** Complete if there is a minimum Grade Point Average (GPA) the student must have attained; if there is no minimum GPA requirement, please leave blank.

**Area of Interest:** Indicate the area of interest the student must have experience in or desires to pursue after graduation; e.g., music, performing arts, leadership, community service, etc. If there is no specific area, please leave blank.

**Other Criteria:** Please list specific criteria you want the student to submit beyond the following generic information that all students, applying through the Unified Application Process, are to submit with their application:

***These are the items currently required on the Unified Scholarship Application:***

- An Introduction Essay.** This essay must include the following paragraphs:
- An introductory paragraph introducing yourself to the selection committee;
  - A paragraph about your academic achievements;
  - A paragraph about any co-curricular activities you participated in;

- A paragraph describing any community service you have performed outside of school;
  - A paragraph sharing about any leadership experiences you have had;
  - A paragraph identifying what you would like to accomplish after high school;
  - One or more concluding paragraphs describing your goals, dreams, and passions.
  - Also, the essay should include any additional paragraphs as required by specific scholarships. Additional required paragraphs should be clearly identified by underlined title prior to the paragraph(s) (e.g. For the Music Scholarship)
- Statement of Financial Need:** Please provide a brief but adequate description of how you have contributed towards furthering your own education (employment history, etc). Also, please include information about estimated cost of tuition, estimated cost of housing, estimated parental contribution, estimated financial aid, any known scholarships, any specific or unusual circumstances which might help us to make our decision.
- Three Letters of Recommendation**, including:
- A high school administrator, counselor or teacher;
  - One from a person who is not a family member or relative;
  - One from an employer, church leader, or community service organizer.
- A sealed academic transcript.**
- A Resume** and any additional information the scholarship donor requests, if any.

**H. Screening Process:** The Foundation will evaluate those applications from students who have requested consideration for your scholarship. The Foundation may include applications from applicants who, in their opinion, are worthy and eligible for your scholarship.

**I. Selection Process:** All student applications are to be submitted to the Foundation's scholarship coordinator by April 15<sup>th</sup> to be considered. There are several options here you may choose from:

1. The Scholarship Sponsor picks up or is sent via email the submitted scholarship applications from the Foundation scholarship coordinator and selects the scholarship recipient(s).
2. The Scholarship Sponsor participates with the Foundation scholarship selection committee. The committee is composed of a subcommittee of the Foundation Board of Directors and may include EHS Counseling staff.
3. The Foundation scholarship selection committee selects the scholarship recipient(s) and then notifies the Scholarship Sponsor.

Please check the appropriate box.

*(Note: All information contained within these applications is considered confidential. At the conclusion of the selection process, all applications should be shredded in order to maintain the confidentiality of the students' information.)*

**J. Announcement Process:** Upon selection of the scholarship recipient(s), there are several options available to the Scholarship Sponsor to announce the award:

1. The Scholarship Sponsor will let the EHS Counseling office know their selection and have EHS Counseling staff notify the recipients(s).
2. The Scholarship Sponsor personally (subject to prior approval from the Foundation and EHS Counseling staff) the recipients(s), and will notify EHS Counseling the names of the scholarship recipient(s).
3. Have the EHS Counseling staff contact the Scholarship Sponsor to discuss possible options for announcing the recipients(s).

Please check the appropriate box, and note the following:

- *Scholarship winners must be communicated to Michael Johansen, Counselor at Ellensburg High School, **NO LATER THAN JUNE 1<sup>st</sup>**. You should not, however, contact the recipient(s) directly unless prior arrangements have occurred with counseling staff. Winners will be announced at the annual scholarship night event approximately one week before graduation.*
- *In addition to the name of the winner(s), you must also supply a letter, or make prior arrangements with Mike McCloskey Unified Scholarship Coordinator, to Mr. Johansen which will be given to the winner(s) clearly explaining how the student can go about receiving his/her award money.*
- *You may also wish to include some sort of certificate and/or information about the person for whom the scholarship is named.*
- *If you would like to be involved in presenting your award at the scholarship night event, you must notify Mr. Johansen of your intentions **NO LATER THAN JUNE 1<sup>st</sup>**.*
- *If you wish to invite the recipient(s) to an event you are hosting, contact should be made with the student shortly after graduation as many seniors move on to summer jobs and vacations immediately after graduation.*

(The Foundation's Unified Scholarship Coordinator will annually send Unified Scholarship Sponsor Instructions detailing these steps along with additional contact information in selecting and awarding your scholarship.)

**K. Scholarship Funds Held By:** Indicate whether you intend to manage the scholarship funds yourself or have the Foundation hold the funds

## **Section 2.**

Please read the bullets carefully along with the Foundation's Scholarship Policy since these are the Foundations requirements for the Foundation to manage your scholarship and scholarships held by the Foundation. If you are in agreement, complete Section 3.

February 27, 2020

**Section 3.**

Once you have completed agreement and have carefully read the requirements contained herein, please have the persons listed in Section 1 sign and date the agreement.

Please, submit the signed agreement to the Ellensburg School District Education Foundation at PO Box 464, Ellensburg, WA 98926.

Thank you.