

Scholarship Agreement Ellensburg School District Education Foundation

Section 1

A. Name of Scholarship: _____

B. Amount of Scholarship: \$ _____

C. Frequency of Scholarship (Circle one): Annually One Time

D. Number of possible recipients: _____
(If more than one recipient, amount each recipient is to receive: \$ _____)

E: Type of Scholarship:

Endowment Principal: \$ _____

Fixed Term Total Amount: \$ _____
Estimated No. of Years _____
Scholarship Ending Date _____

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.

F. Scholarship Sponsor Contacts (add sheet if necessary):

Name	Address	E-mail	Phone #

G. **Scholarship Criteria:** All Foundation managed scholarships are routed through the Unified Scholarship Application project:

GPA: _____ (If a requirement)
Area of Interest: _____ (If a requirement)
Post K-12 Education: _____ (If a requirement)

Other Criteria or Information beyond Unified Application (see Attachment A):

H. Screening Process:

Foundation will evaluate those applications from students who requested consideration.

I. Selection Process: Upon receipt of all applications after April 15th:

- Scholarship Sponsor will receive applications and select recipient(s).
- Scholarship Sponsor would like to participate with the Unified Scholarship Group to make selection(s).
- Allow Unified Scholarship Group to make a decision on our behalf and notify Scholarship Sponsor of the recipient(s).

J. Announcement Process: Upon selection of the recipient(s):

- Scholarship Sponsor will let the counseling office know the results and ask EHS to notify the recipients(s).
- Scholarship Sponsor will notify the recipient(s) and let EHS know the names of the recipients(s).
- EHS Counseling staff contact Scholarship Sponsor to discuss possible options for announcing the recipient(s)

K. Scholarship Funds Held By: _____
(If other than the Foundation)

Section 2.

The following are policy requirements for all Foundation managed scholarships:

- a) Establishment of all Foundation memorials/scholarships must be approved by Ellensburg School District Education Foundation Board of Directors.
- b) All donations are be made to the Ellensburg School District Education Foundation.
- c) All endowed scholarship funds will be managed by the Foundation Investment Committee.
- d) The donor and/or an authorized family member will correspond with a Foundation representative to determine title of scholarship, amount of scholarship, and criteria.
- e) Donor or family representative will sign a "Scholarship Agreement" that contains details about fund management, scholarship name, scholarship criteria, amount of scholarship, etc.
- f) If a plaque is to be established, the scholarship fund will cover the cost of the plaque and engraving unless other arrangements are made. The Foundation's Scholarship committee will arrange for plaque/engraving.
- g) When funds are depleted, the Foundation is not obligated to continue the scholarship.
- h) All donors will receive a thank you letter from the Foundation.

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- i) Stamps and envelopes to send thank you notes will be funded by the Foundation unless other arrangements are made.
- j) The donor or designated family member/friend will receive a listing of all donations to a specific scholarship upon request.
- k) The donor or friends and family may add to the Scholarship funds at any time. Provided, however, the scholarship fund balance must be at least \$500 (or the actual scholarship amount) by January 1 of each year in order to offer the scholarship.
- l) All scholarships held by the Foundation will be managed through the Foundation's Unified Scholarship Application Project and the Ellensburg High School Counseling Office.
- m) If the Foundation decides the scholarship criteria must be changed, the donor or family member will be notified and/or consulted.
- n) All scholarship applications will be reviewed and the scholarship selected by the Foundation's Scholarship Committee, unless provisions are made in advance for participation or sole selection by the donor or his/her designated family members/friends.
- o) Scholarship applications will be due on April 15, the recipient announced at graduation time.
- p) Upon request, donors or designated family member/friend will be notified annually on how the funds were distributed.
- q) Scholarships will be forwarded to the school of recipient's choice upon proof of enrollment or to the scholarship award recipient, at the discretion of the Foundation Scholarship Committee.
- r) Recipients of scholarships must use the funds within 15 months of announcement.
- s) If the balance is less than \$500 on January 1 and the family is not continuing to fund the scholarship, all the remaining funds will be transferred to the Education Foundation General Scholarship Fund and the sponsors notified.
- t) All correspondence or inquiries regarding Foundation Scholarships shall be addressed to: Ellensburg School District Education Foundation, PO Box 464, Ellensburg, WA 98926.

Section 3

I/we _____ have read and understand the above and agree to the terms and conditions of this agreement between myself/ourselves and the Ellensburg School District Education Foundation. Further, I/we agree that this agreement shall be continuous and ongoing until such time a written termination notice is submitted by either party between July 1st and December 1st in any calendar year.

Signature: _____ Date: _____

Signature: _____ Date: _____

(Please submit the completed and signed agreement to: PO Box 464, Ellensburg, WA 98926)

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(Foundation Use):

Agreement: Approved Denied Date: _____

Foundation President Signature: _____

Ellensburg High School Counseling Staff Signature: _____

Attachment A

Scholarship Agreement Ellensburg School District Education Foundation

The following is the minimum information all scholarship applicants must submit through the Unified Scholarship Application process managed by the Foundation and Ellensburg High School:

1. 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.
2. Statement of Financial Need.
3. Three Letters of Recommendation
4. Academic Transcript
5. Resume