

## Scholarship Best Practices

Create a Formalized “Duplicatable” Scholarship System - Standardized system that enables the Foundation to administer scholarships efficiently and effectively. There are four main areas that should be considered for a successful scholarship program: establishing a scholarship program, administering scholarships, communicating with donors, and maintaining scholarship records.

### Establishing A Scholarship Program

You will want to create a framework for your scholarship system and try to standardize it as much as possible. The idea is to guide the donor and give them options which will keep them within the Foundation’s framework.

- Scholarship Guidelines
  - Written guidelines outlining the Foundation’s scholarship policy.
    - “In and Out” or Endowed?
    - Scholarship Management Fees?
    - Matching Funds Policy?
    - Application Process?
    - Scholarship Administration?
- Scholarship Questionnaire
  - Collect contact information and information regarding the donor’s wishes for his/her new scholarship.
  - Information from the Scholarship Questionnaire to be used to prepare a Scholarship Agreement and Scholarship Application or Application Guide (for online system)
  - Content of the Questionnaire
    - Basics of the Scholarship – Scholarship Name, Number Awarded, Amount of Award, Payment Terms (paid in year awarded v. multiple year payments)
    - Scholarship Requirements – Who can apply, GPA requirements, Education Majors, Future Career Plans, Recommendations, Essays, etc.
- Scholarship Agreement – Documenting the Foundation’s understanding of the scholarship donor’s wishes.
- Scholarship Application or Application Guide
  - Physical Application - Create the physical application on a word document that the applicants can complete.
  - Application Guide - Displays the information that will be requested on the application which is used to build the application on the online system.

### Administering Scholarships

- Process of Applying for Scholarships
  - Paper applications or online software system?
  - When are scholarship applications available?
  - When is the submission deadline?
  - How are the applications collected?
  - How are applications distributed to selection committee?
- Process of Selecting Scholarship Winners

- Scholarship selection committee criteria
  - One committee or multiple committees?
  - Who may serve on the committee?
  - Independence and objectivity requirements?
  - Scholarship selection meetings?
  - Guidance for selecting winners?
  - When are applications available for review?
  - How are applications distributed to the selection committees?
  - When is the deadline to submit winners?
  - Issues/concerns regarding duplicate winners?
- Recognizing and Paying Scholarship Recipients
  - How are the scholarship recipients notified?
  - How does the Foundation recognize the recipients?
  - What does the recipient need to do to get their scholarship payment?
  - How are payment instructions communicated to scholarship winners?
  - How is the scholarship paid?
  - What is your system for tracking payments to scholarship recipients?

## **Donor Communication**

You will want consistent communication to your scholarship donors to strengthen your relationship with them and demonstrate transparency.

- Communication regarding upcoming scholarship season and deadline to notify Foundation of any changes to scholarship prior to publishing scholarship info or finalizing applications.
  - Minimize risk of offering an “in & out” scholarship where the donor wants to discontinue it.
  - Donors may increase number of scholarships awarded or amount of scholarships. Need to know before scholarship information published or applications finalized.
- Annual financial reporting – Balance of scholarship fund including summary of annual donations and scholarship payments.
- Donation Acknowledgement Letters
  - Letter to donor thanking them for their donation to their scholarship fund
  - Letter to donor notifying them of a donation made to their scholarship.
- Invitation to scholarship winner recognition event.
- Notification of scholarship winners - Especially important for donors who aren't members of the selection committee.

## **Maintaining Scholarship Records**

Scholarship files - Documentation needed for each scholarship fund

- Best way to transfer knowledge to a new employees in case of employee turnover
- Easy way to track scholarship information in response to donor questions.
- Elkhorn Public Schools Foundation's Scholarship Files
  - “Permanent File”
    - Scholarship Questionnaire
    - Scholarship Application Guide
    - Scholarship Agreement
    - Scholarship Financial History.

- Correspondence File & Payment File
  - Important emails
  - Letters to donors
  - Scholarship payment information
    - Summary of Scholarship Recipient Payment Info
    - Student's transcript
    - Copy of student's thank you letter to the donor
- Record Retention Policy?

Elkhorn Public Schools Foundation  
Guidelines for Establishing a Scholarship Fund

There are two categories of Scholarship Funds: Type A Scholarship Fund in which the scholarship fund is established with an initial contribution of less than \$50,000 and Type B Scholarship Fund in which initial contributions of \$50,000 or more are made to establish the scholarship fund.

Type A Scholarship Fund - the Donor may contribute a lump sum to be used to award future scholarships or may donate annually to support the scholarship award. Type A scholarship funds established in 2012 or later are eligible for the Elkhorn Public School Foundation's matching program in which the Foundation will match funds contributed to the Type A scholarship fund for up to one year from the scholarship's inception, or \$5,000, whichever milestone is reached first.

Type B Scholarship Fund – the Donor contributes a minimum of \$50,000 to establish a scholarship fund to award future scholarships. The Scholarship Fund's assets are commingled with the Foundation's assets and invested in accordance with the Foundation's investment policies. Profit or loss generated from the investment portfolio net of third party investment fees are allocated to the Type B scholarship fund monthly on a pro rata basis. A 1% management fee is assessed on the Type B scholarship fund balance as of December 31<sup>st</sup> and will be deducted from the Scholarship Fund as of that date. The management fee is paid to the Foundation to defray the cost of administering and reporting the scholarship. Type B scholarship funds established in 2012 or later are eligible for the Elkhorn Public School's matching program and will receive \$5,000 upon setting up the Type B scholarship fund.

Each donor will sign a Scholarship Agreement with the Foundation specifying scholarship award amounts and selection criteria for the scholarship. Donors may contribute additional funds to the scholarship fund at any time. The Donor will receive an accounting of the activity in the Scholarship Fund on an annual basis. Scholarship Agreements may be amended or modified from time to time by the Donor with consent from the Foundation.

Applications for scholarships are posted to the EPSF website in December. Applications are due to the respective High Schools on February 1<sup>st</sup>. Applications are then retrieved by the Elkhorn Public Schools Foundation for processing and then forwarded to the appropriate selection person or committees. Selection Committees select scholarship recipients, complete the required forms and return them to the Elkhorn Public Schools Foundation. The Foundation then compiles a list of award winners, sends invitations to the Scholarship Breakfasts to donors and scholarship recipients, and provides a list of winners to the respective high schools for inclusion in the Commencement Program. Scholarship Breakfasts are held at each of the Elkhorn Public High Schools in late April or early May. These are special events where students are awarded the scholarship, and donors and scholarship recipients have a chance to meet.

In order to receive scholarship funds, the award recipient must provide proof of full-time enrollment and acceptance to either a two or four-year accredited college or university as specified by the donor. Each recipient will also provide a written thank you letter to the donor. Upon receipt of required documentation, the Foundation will issue the scholarship funds in accordance with the Scholarship Agreement. If the scholarship winner becomes ineligible and forfeits the scholarship, then the scholarship award will be credited back to the Scholarship Fund.

Scholarship/Award Questionnaire

Scholarship Representative: \_\_\_\_\_

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

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

Alternate Contact: \_\_\_\_\_

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

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

Scholarship Name: \_\_\_\_\_ Date Established: \_\_\_\_\_

1. Amount to be contributed to establish scholarship: \_\_\_\_\_
2. Number of scholarships to be awarded annually: \_\_\_\_\_
3. Amount of Scholarship: \_\_\_\_\_
  - One time award payment of \_\_\_\_\_ OR Over multiple years (if pmt > \$1,000) \_\_\_\_\_
4. Funding of Scholarship:
  - One time contribution \_\_\_\_\_ OR Scholarship funded each year \_\_\_\_\_
  - Other \_\_\_\_\_
5. Application Criteria:
  - Applicants from the following High School (check one of the following):
    - Elkhorn High School \_\_\_\_\_
    - Elkhorn South High School \_\_\_\_\_
    - Applicants from both Elkhorn High Schools eligible for One scholarship \_\_\_\_\_
    - Two scholarships awarded – One Scholarship to each Elkhorn High School \_\_\_\_\_
    - \_\_\_\_\_
  - Maintain grade point average of \_\_\_\_\_ (if applicable)

- Scholarship funds to be used for the following purpose:
  - Two or four-year accredited college or university \_\_\_\_\_
  - Four-year accredited college or university \_\_\_\_\_
  - Trade, technical or vocational school or college \_\_\_\_\_
  - Any post-secondary educational institution \_\_\_\_\_
  - Plans to major in the following field \_\_\_\_\_ (if applicable)
  
- Written essay is required (Y/N) \_\_\_\_\_
  - Number of essays \_\_\_\_\_
  
  - Number of words in essay(s):
    - 250 words or less \_\_\_\_\_
    - 300 words or less \_\_\_\_\_
    - 500 words or less \_\_\_\_\_
    - Other \_\_\_\_\_
  
  - Subject of Essay(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Scholarship Specific Information Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Letters of Recommendation (Y/N) \_\_\_\_\_
  - Number of Letters of Recommendation required \_\_\_\_\_
  
  - Letters of Recommendation to be written by the following persons:  
\_\_\_\_\_
  
- Other Criteria:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Secondary Payment Criteria (only available for scholarships > \$1,000):

- Minimum grade point average (if applicable) \_\_\_\_\_

- Other requirements for payment:

\_\_\_\_\_

7. Any other wishes that were not covered

above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have reviewed the Scholarship/Award Questionnaire:**

\_\_\_\_\_

Scholarship Representative Signature

**Name of Scholarship**  
**(Scholarship Agreement Template for funds donated < \$50K)**

**Establish Scholarship Fund:** On or before (date), the Elkhorn Public School’s Foundation (hereinafter referred to as “Foundation”) received contributions of amount from name of donor given to establish the name of scholarship. The Elkhorn Public Schools Foundation will contribute a one-time matching of funds for donations received up to one year from the scholarship’s inception up to a maximum of \$5,000.00.

**Scholarship Description:** The name of scholarship fund will provide number of scholarships and amount scholarship to a graduating senior at name of school. The scholarship will be used to help defray the costs associated with attending a type of educational institution, and will be payment terms.

**Selection Procedure:** The name of scholarship will be awarded on the basis of a written application and the following selection criteria:

1. Applicants must attend (name of school)
2. Applicants must have GPA of XX,
3. Applicants must provide X letters of recommendation,
4. Applicants must write an essay of XXX words or less describing \_\_\_\_\_.
5. Scholarship winner must enroll at (type of educational institution).

The scholarship recipient will be selected by a committee comprised on the donor and other Elkhorn community members.

**Scholarship Value:** Number of scholarships scholarship in the amount of \$amount and payment terms.

**Claiming the Scholarship:** To receive the scholarship, the student recipient must provide proof of enrollment and acceptance at a post-secondary school to the Elkhorn Public Schools Foundation (EPSF) and write a thank you letter to the Donor acknowledging receipt of the scholarship award.

**Scholarship Presentation:** The name of scholarship recipient will be announced annually, listed in the official Class Scholarship recipients included in the Commencement program and awarded at the annual scholarship ceremony.

**Continuation of the Scholarship:** The name of scholarship will be offered annually unless funds are depleted, or the agreement is terminated by the Donor prior to December 1<sup>st</sup> of the current school year. The Donor will receive an accounting of the activity in the Scholarship Fund annually. If the Scholarship Fund is insufficient to award a scholarship, then the Foundation will notify the Donor. If the Donor decides to discontinue the scholarship, then any remaining funds in the Scholarship Fund will be absorbed by the Foundation to be used for another non-profit purpose at the discretion of the Foundation’s Board of Directors.

**Agreement:** The above terms and procedures are agreed to by the parties below, and are in effect as of the date indicated below. This Agreement may be amended or modified from time to time by the Donor, with consent of the Foundation.

Signed: \_\_\_\_\_  
Scholarship Representative

Signed: \_\_\_\_\_  
EPSF Executive Director

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

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



Scholarship Name

(Scholarship Agreement Template for funds donated \$50K or more)

Elkhorn Public Schools Foundation, a Nebraska non-profit corporation (hereinafter referred to as "Foundation") existing for the exclusive benefit of Elkhorn Public Schools Students and Teachers, and (insert name of party entering agreement), (hereinafter referred to as "Donor") agree as follows:

1. On or before (insert date), the Foundation has received contributions in the amount of (insert amount of donation received), given to establish the (insert the name of the scholarship to be established) Scholarship Fund.
2. The Foundation will contribute one-time matching funds of \$5,000 at the scholarship's inception.
3. The Foundation agrees to accept this gift and administer and distribute the funds in accordance with the following terms and conditions:
  - A. It is the intention of the Donor to establish a Scholarship Fund to award a yearly scholarship of (insert amount of scholarship amount), paid at (insert amount) over (number) years.
  - B. The scholarship will be awarded on the basis of a written application and the following selection criteria:
    - i. Maintain a grade point average of X or greater,
    - ii. Use the funds to (specify how funds to be used – ie. attend a four-year college or university with plans to major in X field of study),
    - iii. Insert any other criteria used to select scholarship recipient  
(ie. Applicants from Elkhorn High School, Elkhorn South High School or Both)
  - C. The scholarship recipient will be selected by (insert who will select the scholarship recipient - ie. Donor, High School Selection Committee or Foundation Selection Committee).
  - D. To receive the scholarship, the student recipient must (insert criteria – ie. provide proof of full-time enrollment and acceptance at a two or four-year accredited college or university to the Foundation and a thank you note to the Donor. The scholarship recipient has (insert number of years – ie. 6 years for four year award or 4 years for two year award) from the year awarded to meet qualifications and claim the scholarship or will forfeit the scholarship.
  - E. The (insert name of scholarship) recipient will be listed in the official Class Scholarship recipients included in the Commencement program, and the scholarship will be awarded at the annual scholarship ceremony. Notification of the recipient will also be sent annually to the current scholarship representative.

- F. The (insert name of scholarship) will be offered annually unless funds are depleted, or the agreement is terminated by the Donor prior to December 1<sup>st</sup> of the current school year.
4. The Donor reserves the right to increase the principal of this Scholarship Fund through additional gifts and shall permit others to contribute thereto, but all such gifts shall be subject to the terms of this Agreement.
  5. With respect to the administration and investment of the Scholarship Fund, the Foundation shall have, and may exercise, all powers granted to trustees under the Nebraska Trustees Powers Act (Neb. Rev. Stat. 30-2819 et. Seq.), as amended from time to time, which powers are incorporated herein by this reference. The Foundation shall manage the Scholarship Fund in accordance with the following terms and conditions:
    - A. The Foundation shall have the power to commingle the assets of the Scholarship Fund with other assets of the Foundation for investment purposes, if the Foundation reasonably deems it appropriate and the commingling is consistent with the Donor's intent and facilitates the investment of the Scholarship Fund.
    - B. Scholarship Fund assets commingled with Foundation assets will be invested in accordance with the Foundation's investment policy and the following will apply:
      - i. Profit or loss generated from the investment portfolio net of third party investment fees will be allocated to the Scholarship Fund monthly on a pro-rata basis.
      - ii. A 1% management fee will be assessed on the Scholarship Fund balance as of December 31<sup>st</sup> and will be deducted from the Scholarship Fund as of that date. The management fee will be paid to the Foundation to defray the cost of administering and reporting the scholarship.
    - C. The Donor will receive an accounting of the activity in the Scholarship Fund on an annual basis.
    - D. If the Scholarship Fund balance is insufficient to award a scholarship, then the Foundation will notify the Donor. If the Donor decides to discontinue the scholarship, then any remaining assets in the Scholarship Fund will be absorbed by the Foundation to be used for another non-profit purpose at the discretion of the Board of Directors of the Foundation.
  6. This Agreement may be amended or modified from time to time by the Donor, with the consent of the Foundation whenever necessary or advisable for the more convenient or efficient administration of this Scholarship Fund, or to enable the Foundation to carry out the purposes of this Scholarship Fund more effectively, but no so such amendment or modification shall alter the intent of the Donor that this Fund be operated exclusively for charitable, scientific, literary or educational purposes within the United States or its possessions, and in a manner which will make this Fund tax-exempt and the donations to it deductible from taxable income to the extent allowed by the provisions of the Internal Revenue Code and other applicable legislation and regulations. Every amendment or modification of this Agreement shall be made in writing and be signed by the Donor and the Foundation.
  7. The Scholarship Fund and the rights and obligations of the Foundation under this Agreement may be assigned by the Foundation to the Elkhorn Public Schools District or any successor entity to the Foundation, provided such transferee agrees to be bound by the terms and conditions of this Agreement.

8. The validity, effect and interpretation of this Agreement, shall be governed by the laws of the State of Nebraska.
9. The Donor and the Foundation may sign more than one copy of this Agreement and each such signed copy shall be considered an original of this Agreement.

IN TESTIMONY WHEREOF, the Donor and the Foundation have caused this Agreement to be executed this (insert number) day of (insert month), 20\_\_\_\_.

( Donor's Signature )

(Insert Name of Donor)

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Stacey L. Falk  
EPSF Executive Director

(Board Member's Signature)

(Insert Board Member's Name)

**It is the STUDENT'S responsibility to ensure that the application is complete!**

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



## **Elkhorn Lawn Care Entrepreneur Scholarship**

**Deadline February 1, 2016**

**3:30 PM at Counseling Center**

**Description of Scholarship:** This scholarship will be awarded to **two** graduating seniors (one from Elkhorn High School and one from Elkhorn South High School) who demonstrate active involvement in high school and community activities, good character and leadership potential.

**Scholarship Value:** \$1,000 scholarship paid in the year awarded.

### **Requirements:**

- Applicants must attend either Elkhorn High School or Elkhorn South High School.
- Applicants must have maintained a cumulative GPA of 3.00 or greater.
- Applicants must demonstrate active involvement in high school and community activities, good character and leadership potential.
- Applicants must provide **one** letter of recommendation from a non-family member.
- Scholarship recipients must enroll at an accredited two-year or four-year college or university majoring in business or an entrepreneurship program of study.
- This application **MUST BE TYPED** or completed by word processor. The student's name should be on each page of the application. Please review application's questions carefully- not all applications are the same!
- All accompanying essays **MUST BE TYPED** and include the student's name, title of the essay and title of the scholarship in the right hand corner on each page of the essay.
- Only applications received by the Counseling Center on or before 3:30pm on February 1st will be reviewed and forwarded to the respective scholarship selection committee for consideration. **Any incomplete applications or applications that do not meet the requirements will be rejected.**
- Transcripts will be attached to the application by the high school counseling department.

### **Application Questions:**

Name \_\_\_\_\_

Today's date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Email \_\_\_\_\_

Cum. GPA & Class Rank (7<sup>th</sup> Semester) \_\_\_\_\_

ACT Composite \_\_\_\_\_

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

1. College Choice(s): \_\_\_\_\_
2. Intended Major: \_\_\_\_\_
3. Scholarships Awarded: \_\_\_\_\_
4. Vocational Plans : \_\_\_\_\_
5. List school activities in which you have been involved, and the years of involvement.
6. List awards received indicating the year received (honor roll, academic letter, student of the month, most improved, etc.).
7. List any offices or leadership positions you have held since entering high school. Indicate the year in which you held each office.
8. List your involvement in the community including employment, non-school organizations, church, etc. Include years of involvement for each.
9. **Letter of Recommendation:** Please provide one letter of recommendation from a non-family member.
10. **Essay Question #1:** In 300 words or less, describe if you were given the chance to start your own business, what would it be? How would you grow your business and what product(s) would you offer?" (Separately attach **typed** essay to this application).
11. **Essay Question #2:** Motivation is a powerful tool for success. In 300 words or less, describe what motivation means to you, and how you would motivate yourself as a business owner. How would you motivate your employees to strive for excellence day in and day out?" (Separately attach **typed** essay to this application).

The information contained in this application is accurate to my knowledge. I authorize the scholarship selection committee to validate accordingly.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## Elkhorn Lawn Care Entrepreneur Scholarship

**Description of Scholarship:** This scholarship will be awarded to **two** graduating seniors (one from Elkhorn High School and one from Elkhorn South High School) who demonstrate active involvement in high school and community activities, good character and leadership potential, and plan on majoring in business or an entrepreneurship program of study.

**Scholarship Value:** \$1,000 scholarship paid in the year awarded.

### Requirements:

- Applicants must attend either Elkhorn High School or Elkhorn South High School.
- Applicants must have maintained a cumulative GPA of 3.0 or greater.
- Applicants must be actively involved in high school and community activities.
- Applicants must demonstrate good character and leadership potential.
- Applicants must provide **one** letter of recommendation from a non-family member. Examples of recommenders include: teacher, coach, religious leader, employer, adult mentor and volunteer coordinator.
- Scholarship recipients must enroll at an accredited two-year or four-year college or university.
- Scholarship recipients must major in business or an entrepreneurship program of study.
- Transcripts will be uploaded to the application by the high school counseling department.

### Standard Fields on All Applications:

- Name
  - Student ID#
  - High School Attending
  - Address
  - Phone
  - Parent/Guardian
  - Email
  - Cum. GPA (7<sup>th</sup> Semester)
  - Class Rank (7<sup>th</sup> Semester)
  - ACT Composite
  - College Choice
  - Intended Major
  - Scholarships received or pending (name and amount)
  - Career/Vocational Plans
- List school activities in which you have been involved, and the years of involvement.
  - List awards received indicating the year received (honor roll, academic letter, student of the month, most improved, etc.).
  - List any offices or leadership positions you have held since entering high school. Indicate the year in which you held each office.
  - List your involvement in the community including employment, non-school organizations, church, etc. Include years of involvement for each.

### Scholarship Specific Information Requested:

- **One** Letter of Recommendation from a non-family member. Examples of recommenders include: teacher, coach, religious leader, employer, adult mentor and volunteer coordinator.
- **Essay Question #1:** In 300 words or less, describe if you were given the chance to start your own business, what would it be? How would you grow your business and what product(s) would you offer?
- **Essay Question #2:** Motivation is a powerful tool for success. In 300 words or less, describe what motivation means to you, and how you would motivate yourself as a business owner. How would you motivate your employees to strive for excellence day in and day out?

## 2018 Scholarship Selection Committee Membership

Name of Scholarship: \_\_\_\_\_

Donor/Representative Name: \_\_\_\_\_

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

### Responsibility of the Scholarship Donor/Representative:

- Recruit scholarship selection committee members requiring that individuals do not have a conflict of interest (prospective scholarship applicants are not related) and can objectively assess applicants.
- Provide committee members' name and email to the Foundation (see below).
- Provide guidance to selection committee members regarding criteria or method of selecting scholarship winner(s). Process should be objective.
- Review online scholarship applications and verify eligibility of applicants.
- If you don't want your Scholarship Committee members to review the applications online, then you must let the Foundation know not to provide access (see below). It will be your responsibility to print out applications and provide them to your committee members. You may black out personal identifying information on your committee's copies if so desired.
- Participate in committee discussions or receive committee member feedback and make determination of scholarship winner(s) or finalists (whichever is applicable).
- Enter winner(s) or finalist information into the scholarship software system.
- All applications should remain confidential. Print outs of applications should be shredded and committee members should be instructed not to discuss applications outside of the committee meetings.

### Scholarship Committee Member Information:

	Name	Email	Online Access? (Y/N)
1			
2			
3			
4			
5			

### Responsibility of the Scholarship Committee Member:

- Participate on the committee only if you are not related to prospective applicants and can remain objective.
- Review scholarship applications and objectively assess scholarship applicants according to the criteria or methodology provided by the Scholarship Donor/Representative.
- Provide feedback to the Scholarship Donor/Representative so that he/she may make the final determination of scholarship winner(s) or finalists (whichever is applicable).
- Maintain student confidentiality and shred any paper applications after the winner is selected.

I agree to fulfill the Scholarship Donor/Representative Responsibilities and have selected Committee Members who understand and agree to fulfill their responsibilities:

\_\_\_\_\_  
Scholarship Donor/Representative Signature

\_\_\_\_\_  
Date

*Return the completed form to Genice Chochon no later than January 15<sup>th</sup>. You may scan/email the form to [gchochon@epsne.org](mailto:gchochon@epsne.org) or mail it to the Foundation at 20214 Veterans Dr. Suite 400, Elkhorn NE 68022.*

Dear Scholarship Benefactor:

In order to help guide the High School Scholarship Selection Committees in selecting a scholarship recipient for your scholarship, please complete the following grid ranking selection criteria in order of importance.

<b>Selection Criteria from Scholarship Application</b>	<b>Rank in Order of Importance</b>
Scholastic Achievements: GPA, Class Rank, and ACT Composite	
Involvement in School Activities	
Award Recognition (Honor Roll, Most Improved, Academic Letter, Student of the Month, etc.)	
Offices or Leadership Positions Held During High School	
Community Involvement	
Essay Question - How well applicants express themselves when answering the question(s).	

Other suggestions:

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Thank you for your assistance.

Name of Scholarship: \_\_\_\_\_

Scholarship Representative Signature: \_\_\_\_\_



(Example of Fall Timing Letter to Donors)

September 1, 2017

Scholarship Representative  
Street Address  
City, State Zip

Dear Scholarship Representative:

Last year we implemented a customized online scholarship software platform, and we experienced a 25% increase in scholarship applications! The new format streamlined the application process making it much easier for students to apply for multiple scholarships. Other benefits of the online platform is that we eliminated processing paper applications, and reviewers can access and review applications remotely from their computers. No more running over to the Foundation office to pick up huge envelopes full of scholarship applications and distributing them to scholarship selection committee members! On the administrative side of things, we did run into some issues with the letters of recommendation process, so we will be addressing those issues as we continually strive to improve our processes.

This fall our Scholarship Coordinator, Genice Chochon, will be working with our WizeHive specialist to build new scholarships into the system and revise existing scholarship for any changes. Please email Genice at [gchochon@epsne.org](mailto:gchochon@epsne.org) or give us a call at the Foundation if you wish to revise the information requested on your scholarship application. Changes to existing scholarships need to be finalized prior to October 1<sup>st</sup>. If we don't hear from you, we will assume that you have no changes to your scholarship application from last year.

You will receive more detailed information about this year's scholarship season in November, prior to the scholarship applications going live on December 1<sup>st</sup>. Thank you again for your generosity and support of the Foundation and Elkhorn students. If you have any questions, please don't hesitate to call me at (402) 289-1727 ext. 202.

Warm Regards,

Stacey L. Falk  
Executive Director

(Example of January Letter to Donors)

January 18, 2017

«First\_Name» «Last\_Name»  
«BusinessSchool\_Name»  
«Address»  
«City», «State» «Zip»

Dear «First\_Name»:

Thank you for your generosity and support of the Foundation and Elkhorn students through the «Scholarship\_Name». Enclosed please find an accounting of your scholarship fund which has been updated through December 31, 2016.

The scholarship application deadline is quickly approaching. If you were sent a “2017 Scholarship Selection Committee Membership” form last December for your scholarship, please return the completed form to the Foundation as soon as possible if you haven’t already returned it. Once we have completed the implementation of the scholarship review portal, we will provide further instructions regarding this year’s scholarship selection procedures.

This year scholarships will be awarded at the Scholarship Breakfasts at Elkhorn High School on April 26<sup>th</sup> and Elkhorn South High School on April 27<sup>th</sup>. You should receive an invitation to the Scholarship Breakfast mid-April. We hope that you will be able to attend!

If you have any questions or concerns, please contact me at [sfalk@epsne.org](mailto:sfalk@epsne.org) or our Scholarship Coordinator, Genice Chochon at [gchochon@epsne.org](mailto:gchochon@epsne.org).

Warm Regards,

Stacey L. Falk  
Executive Director

Attachments: 1

(Example of Scholarship Financial History)

<b>Sample Scholarship Fund</b>										
One \$500 Scholarship paid in year awarded.										
<b>Year Awarded</b>	<b>RECIPIENT</b>	<b>SCHOLARSHIP AMOUNT</b>		<b>Beg. Of Year Balance</b>	<b>Contributions Received</b>	<b>Foundation Match</b>	<b>- Scholarships Paid</b>	<b>End of Year Balance</b>		<b>Committed but Not Disbursed</b>
2015	Jonny Smith	\$ 500	2014	0	\$ 1,000	\$ 1,000		\$ 2,000		
2016	Jenny Jones	\$ 500	2015	\$ 2,000	\$ 1,000	\$ 1,000	\$ (500)	\$ 3,500		
2017	Sarah Johnson	\$ 500	2016	\$ 3,500			\$ (500)	\$ 3,000		
			2017	\$ 3,000			\$ (500)	\$ 2,500		
					<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ (1,500)</b>			<b>\$ -</b>
<b>updated 1/5/18</b>						12/31/17 Balance		\$ 2,500		
						Committed Not disbursed		\$ -		
						Available for Future Scholarship		\$ 2,500		
Agreement signed November 11, 2014. Foundation matching funds up to \$5K through November 10, 2015.										