



Named Scholarship Agreement & Guidelines

Managed Scholarship Process

The following is a summary of the services provided through your yearly scholarship maintenance fee:

- Initial scholarship is designed in consultation with the Executive Director and a *Scholarship Agreement and Guidelines Form* is completed and put on file
- Scholarship is listed on SAISDFoundation.com
- Scholarship recruitment is done with College Bound Advisors (CBA) and Lead Counselors at campuses in line with scholarship restrictions
- All applicants are verified that they meet required guidelines for the scholarship
- Applications are narrowed to the requested number of applications for review by the external scholarship committee OR scholarship selection and recommendations are made to the funder
- Additional materials including college award packages and gap funding obtained as requested
- Notification of award selection is made to the campus CBAs and Lead Counselors
- Campus based scholarship ceremony dates are determined and funders are invited to attend
- Award letters and certificates are created and presented to students or provided to campuses to present to the students
- If funders are not able to attend presentations, photos from the ceremony are sent to funder
- Verification of enrollment at postsecondary institution is made prior to payment of award
- 1st semester scholarship checks are processed and mailed or check pick up is coordinated
- Student follow up after 1st semester to check on progress, GPA requirements and verification of student enrollment for the second semester
- Requests for student update, thank you letters and photo are made and shared with funders
- 2nd semester scholarship checks are processed and mailed or check pick up is coordinated
- Requests for student update, thank you letters and photo are made and shared with funders
- Additional follow-up after 2nd semester with student to check on progress
- Reports on fund balances are made on request
- Consultation with Executive Director on scholarship program growth and renewal annually

Students are contacted an average of eight times from our office to complete a one year scholarship process. In addition, all checks issued are reconciled on a monthly basis. Often, work is done to locate students who change phone numbers or emails through their parent, guardian, CBA of SAISD Alumni Coordinator.