



Your contract is signed, now what?

After the contract is signed we will need the following:

Please provide the Foundation staff with a picture that represents your endowment. Along with the picture we would like to have a brief write up about why you are choosing to create an endowment. Please express why this endowment is meaningful for you. Upon fulfillment of your agreement, this will be used by the Foundation to create a visual recognition of your endowment. You can see examples on our website at WISDFoundation.org.

Additionally, once your agreement is fulfilled (paid in full) a leaf will be added to our Tibbals Tree of Honor and Knowledge. We need a short inscription from you and can provide examples if that helps.

For Scholarship Endowments Only

Please provide a short summary of your scholarship endowment to be read at awards night. Staff will cut this back to 2-3 sentences so expect to be brief.

Included with this letter you will find a Scholarship Criteria letter that details out what information we need from you to make the best selection. The purpose of this section is to guide you through selecting hard and soft criteria. Any changes are due prior to December each year.

Your hard requirements are criteria the student has to meet in order to be included on the list of prospects being considered for your scholarship. If they are missing even one of your hard requirements they are not on the list. If there are no students who meet the hard requirements the scholarship cannot be awarded. Criteria should not be so overly restrictive as to make award of the scholarship difficult.

Soft requirements offer a donor the chance to prioritize how one student is selected over another. If you have soft requirements you need to assign a numerical value to how important this criteria is to you. Valuing a preference as a "1" means that it is the most important soft requirement to you. A "4" value indicates that the preference is important enough that you'd like it as a soft requirement but isn't a deal breaker in deciding the best candidate. The better the match to your soft requirements the more points an applicant will receive.

Students are filtered according to hard criteria and then ranked by soft criteria. From there, the three mandatory essay questions are evaluated and assigned a value by a group of reviewers. This entire process is done with no identifiers revealed so the seniors awarded are selected objectively, according to the donor's unique criteria.

Sample Criteria to Consider:

- a) **Need.** You can specify the student must/must not qualify for need. Need will be determined by FAFSA score.
- b) **Merit.** This can include having a certain GPA or class rank.
- c) **Academic.** Could include taking a certain class or plans of attending a certain type of post-secondary school.
- d) **Interest.** Includes showing an affinity for a certain topic/activity which can be evidenced by participation in school-sponsored clubs, pursuit of a certain degree, having a desire to work in a certain field, etc.