



Thank you for your interest in providing a scholarship to a graduating Wylie ISD senior(s). All seniors have access to apply for scholarships through the WISD single on-line application form. The Wylie ISD Education Foundation (WEF) is pleased to manage the contributions and distribute the awards on behalf of our community organizations and businesses offering scholarships.

As the donating entity, you will:

- Submit this agreement to WEF staff completed and signed.
- Include desired, ranked criteria.
- Pay desired scholarship award by last business day of February.
- Provide a 2-3 sentence summary of your scholarship to be read at award night. Staff can help.

**What to expect:**

Every February Wylie ISD seniors are provided a single on-line scholarship application for all WISD scholarships. This application matches the students' school engagements to donor criteria for an ever-growing number of possible scholarships. We anticipate to award approximately 140 scholarships between WEF and Wylie ISD via this system.

Using your unique criteria, staff will run filters yielding matching candidates. In the event of multiple eligible candidates, five to seven community volunteers independently review the essays of the applications with all identifying data hidden, matching your more subjective criteria for the ideal candidate.

Scholarship awards are presented at the respective high school ceremonies and where possible, you will be invited to be a part of the ceremony. We will communicate the dates, times, and locations in early May or as soon as we have the final details. You will not know the identity of your awardees until you make the presentation. A list of winners will be posted on our website at [WISDFoundation.org](http://WISDFoundation.org) following the ceremonies.

Preparation for this effort starts early in the school year. Edits to the actual on-line application can be tailored to best identify your ideal criteria but we must submit those to our vendor in December, so requests should be made by the first business day of December.

If your criteria matches our existing on-line questions, then scholarship donations can be accepted after the form change deadline in December.

Award minimum for any scholarship is \$100 per recipient per scholarship. There is no management fee for scholarships fully funded on or before the last business day of February. A management fee of five percent (5%) of the scholarship award will be assessed after the last business day of February. If money is not received for the scholarship it will not be awarded in that year.

Any requests that will alter the online application received after the first business day of December will be applied to future applications but cannot be added once the current school year application opens.

Awards are paid to the accredited college, university, vocational/trade school. No money will be paid directly to the student. To accomplish this, awardees are required to send proof of a thank you letter sent to the donor and provide their newly assigned student tracking information by mid-September. In the event a student does not comply their award is forfeited and the donated sum – minus the management fee – will be reimbursed to the donating entity. This is always disappointing but does happen occasionally.

We have done our best to be transparent in this process. Please don't hesitate to ask any questions you may have.

Respectfully,



Windi Fuller  
Executive Director  
Windi.Fuller@WISDFoundation.org  
972.429.3025

**Agreement:**

Proper title of scholarship. (This is how it will be referenced in print.)

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Contacts for this scholarship. Name, phone, email and mailing address.

Primary: \_\_\_\_\_  
\_\_\_\_\_

Secondary: \_\_\_\_\_  
\_\_\_\_\_

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