



Named Scholarship Agreement & Guidelines

Managed Scholarship Process

We offer the following services for alumni and supporters investing in scholarships for students who have graduated from SAISD high schools. Your yearly scholarship maintenance fee helps offset the cost of these services.

- Initial scholarship is designed in consultation with the Executive Director
- A Scholarship Agreement is completed and put on file
- Scholarship is listed on SAISDFoundation.com once approved by donor
- Applicant recruitment is done with College Bound Advisors (CBA) and Lead Counselors at campuses in line with scholarship guidelines, intent, and restrictions
- All applicants are verified that they meet the requirements of the scholarship
- Applications are narrowed to the requested number for review by the external scholarship committee OR scholarship selection and recommendations are made by the Foundation's volunteer committee in consultation with the campus and are shared with funders
- Once approved by funder, notification of award is made to the student and campus staff
- Students are asked to complete a scholarship acceptance/remote mentor agreement form and are provided with payment processing instructions
- Campus-based scholarship ceremonies are determined and funders are invited
- Certificates are created by SAISD Foundation and presented by funders or foundation staff
- If funder is not able to attend presentations, photos from the ceremony are sent to funder
- If student selects to participate in mentor program, mentor matches are made
- Students are invited to participate in the Dorm Room Event for essentials if living on campus
- 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
- Requests for student update, thank you letters and photo are made and shared with funders
- Student follow up after 1st semester is conducted to check on progress, GPA requirements and verification of enrollment for the second semester
- 2nd semester scholarship checks are processed and mailed or check pick up is coordinated
- SAISD Postsecondary Navigators check in with students in the spring semester
- Additional follow-up is made after 2nd semester with students to check on progress, GPA etc.
- Reports on fund balances are made on request
- Multi-year scholarships follow the same process in year two

Discussions regarding the continuation or expansion of named scholarships including converting an annual scholarship to a permanently endowed scholarship should occur each fall. All changes or additions to named scholarships should be made prior to Dec. 15 for the following May graduating class.

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