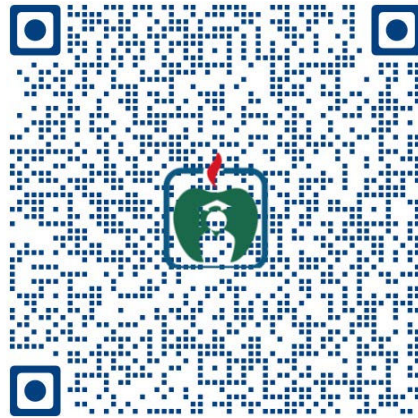# 2023−2024

Scholarship Preparation Guide

This document is not a scholarship application. It is a tool for personal use and reference only. The ISF Scholarship process is online only.

More information at irvingschoolsfoundation.org.

ACCOUNT CREATION

Personal Email Address Required

You must use a personal email address to create your account. If you are awarded any scholarships, we must be able to contact you after your high school graduation (when your IISD email address will be deleted).

PROFILE

Your IISD email address is used, along with your IISD Student ID, to confirm your identity. It may also be used as a secondary means of communication until you graduate high school.

Your date of birth confirms your identity and whether parent/guardian signature is required on documents and agreements (signature required for anyone under 18 years of age).

Some scholarships include criteria for specific gender or ethnicity. With both questions, you have the option to not disclose. Note: Your answer may affect your eligibility for some scholarships.

IISD Student ID Number
Legal First Name
Legal Middle Name
Legal Last Name

Date of Birth (MM/DD/YYYY)

Gender
Ethnicity

Contact

Personal Email Address
IISD Student Email Address
Phone
Home Address

Parent/Guardian

Parent/Guardian Full Name
Parent/Guardian Email Address
Parent/Guardian Phone

SCHOLARSHIP ELIGIBILITY APPLICATION

This part of the process confirms your eligibility as an ISF scholar. Once completed, it will match you with all scholarships for which you qualify. At this point, you will see a menu containing those scholarships, and you have the option to apply.

YOU must select and apply for each of the scholarships for which you would like to be considered. If you do nothing, you are declining the invitation to apply. Some scholarships have an additional short essay question you'll need to answer (you'll find out what it is when you apply), but most have nothing required other than your selection and acknowledgement that you would like to be considered.

This form is primarily Yes/No radio button questions and checkboxes, but you will also provide some information in an organized listing.

Student
Your Profile information will automatically populate on this form.

Schools Attended – Checkbox of Schools
This is answered within a checkbox of all Irving ISD schools you have attended, including which is your official high school Home campus.

You MUST know your assigned counselor's name!

Academic Programs
You'll answer Y/N questions via radio button, such as wWhich academic programs you were part of and the grade years for each, if asked.

EX: AVID, Grades 7-12
Night Owl Academy
CTE, Floral Design Pathway

Prep: Create an organized list of all Academic Programs you were part of, and grade years for each.

Program   Grade Years of Participation

AP, Dual Placement, Honors Courses

Prep: Create an organized list of all Advanced Placement, Dual Placement, or Honors Courses you are taking during your senior year. Courses from previous years will be listed on your transcript.

Course   Designate AP/Dual Credit/Honors   Grade Years of Enrollment

Honors programs you are a member of

Prep: Create an organized list of specific honors and awards you have received during your high school years.

Name of Organization	Award/Honor	Grade Year Awarded

Sports

School-Sponsored Sports

Prep: Create a complete list of SCHOOL-SPONSORED sports you participated in during high school.

Sport	Grade Year(s) Participated	Role or Position

Sports Programs Outside of School

Prep: Create a complete list of sports you participated in with programs or events outside of school.
(EX: IBA Irving Basketball Association, Miracle League of Irving, IMRS Irving Marathon Running Series Frost Half Marathon)

Sport	Organization	Grade Year(s) Participated	Role or Position

Fine Arts

Prep: Create a complete list of Fine Arts in which you have participated in high school.
(EX: Theatre, Band, Orchestra, Choir, Dance, etc.)

Fine Art	Grade Year(s) Participated	Role or Position

Music

Prep: Create a list of program names and grade years you have taken private lessons for music.

Music Instructor/Agency	Location	Grade Year(s) of Private Lessons

Music Performance

Prep: Create a list of organizations with whom you have performed music.

Organization	Performance Venue	Grade Year(s)

Extracurricular

Prep: Create a complete list of extracurricular activities outside the classroom environment during your high school years.

Name of Organization   Grade Year(s) Participating   Your Role

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Leadership

Prep: Create a complete list of leadership roles you've held, whether IN OR OUTSIDE school setting.

Name of organization   Grade year(s) of leadership   Role or Position

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COLLEGE PURSUITS

College Applications and Acceptance
Colleges, universities, and other schools will be listed in a checkbox for you to 'Select all that apply.'

Prep: Create an alphabetized list of your college choices in each of these three categories:

Schools for which YOU ALREADY HAVE ACCEPTANCE letters

Schools you have applied to and are WAITING TO HEAR from

Schools for which you are currently WORKING ON applications

Areas of Study
This section is all Yes/No via radio buttons, regarding what you plan study in college.

Career Pursuits
This section is Yes/No radio buttons and deals with what you plan to do as a career after college.

VOLUNTEER AND COMMUNITY SERVICE

*NOTE: Volunteer work and community service are **unpaid acts of goodwill**, within a structured operation, and cannot be court-ordered or performed as a service to family/friends. Common examples include volunteering with clubs, teams, or programs (service project picking up litter, working with a group on North Texas Giving Day, etc.), mentoring younger children in a scheduled environment, mission trips with religious and service organizations, being a regularly scheduled volunteer at a library, animal shelter, soup kitchen, etc.) You will first select the number range corresponding with your total number of hours, then provide your volunteer history in an organized list.*

Prep: Calculate all volunteers hours you've accumulated during your high school years and know the total number of hours.

Prep: Create an organized list of information for each volunteer activity.

Organization	Date(s)	Contact Full Name	Contact Email	Contact Phone	# of Hours

GENERAL INFORMATION

Work Experience
This section covers if/where you have been employed.

Prep: Create an organized list of your work history, including information listed below.

Employer	Location	Dates Worked	Role	Responsibilities	# Hours Per Week

LETTERS OF RECOMMENDATION

ISF scholarships require two letters of recommendation, one academic and one personal, and they are requested by you, via email from within the Eligibility Application. You can send up to four requests, and all who respond will show up in your application. You are only required to have two, one Academic and one Personal, but you could have three or four, depending on responses.
The Recommender will answer multiple choice questions about you and have a text box for optional additional comments or pasting in a letter on your behalf.

Prep 1: Gather contact information for at least two but no more than four Recommenders:

Name of Recommender
Email Address
Organization
Relationship
Note to Contact

Prep 2: Contact your Recommenders NOW and let them know:

- You want to confirm their email address
- You plan to list them as Academic/Personal reference in your scholarship application
- It is a fast process and does not require them to write and upload a long letter

- There is a place to input additional comments or paste in a letter, if desired
- The email will arrive from within the application (not from your personal email)
- You appreciate them taking the time to answer brief questions about you

Prep 3: Write something for the 'Comment from Applicant' section of the request. This will be a personal note from you. Tell them whether they are an Academic or a Personal reference and, again, tell them how much you appreciate them for completing the recommendation on your behalf.

The Recommender will receive an email with the Subject Line 'Scholarship Recommendation Request from (Your Name)'

The email says:

> Hi (Recommender Name),
>
> You have received a request for a Recommendation. Please click the link below to respond.
>
> Comment from Applicant:
> (This is where the personal note you created in the Request will show up.)
>
> Link to click into portal will be here.

ELIGIBILITY APPLICATION ESSAYS

Each essay has a limit of 500 words; use your wordcount efficiently so reviewers and donors can get to know you in the most engaging yet succinct ways. You may see a few more essay questions, depending on where you are eligible, but every Eligibility Application contains these same six questions and are required of every applicant.

Prep: Think about your answers to each of the following questions and work on telling your story in 500 words or less. You are encouraged to write your essays now and paste them into the Eligibility Application once the portal opens.

1. ## About You
   What are your interests, your talents, and your strengths? What are the traits that make you unique? Maximum 500 words.

2. ## Your Future
   What goals do you have for yourself after high school graduation? Include the areas you would like to study and what are your short- and long-term goals for your career. Maximum 500 words.

3. ## Contributions and Achievements
   Talk about the work you've done outside school. If it's volunteer work, identify it as such and tell why you chose the projects. If you've had paying jobs, explain why you work and what are your job responsibilities. With either (or both, if you choose), explain why you chose the project/job, what you've learned about yourself, and how the experiences have helped you prepare for your future. Maximum 500 words.

4. ## Paying for College

   Explain your family's financial situation and how it affects your needs for college funds. Maximum 500 words.

5. ## Inspiration

   Share an impactful experience, role, or recognition that has shaped you. Describe how the event or activity has helped you learn your strengths and weaknesses and if/how it has changed the way you think and/or see the world. Maximum 500 words.

6. ## One More Thing

   Every student has a journey, background, identity, or talent that is so important, this scholarship application would be incomplete without it. Tell us what we don't yet know about you, what we should have asked but didn't, and share your story. Maximum 500 words.