

Inver Grove Heights BEST Foundation

P.O. Box 2276

Inver Grove Heights, MN 55076

Thank you for your interest in the IGH BEST Foundation Scholarship program. This letter will give you a little background about the process that has been developed to award scholarships to Simley graduates.

The originator of the scholarship determines the criteria the student must meet in order to be awarded that particular scholarship. For example, there are scholarships specifically for students attending four-year colleges and scholarships for students attending technical colleges (vocational schools, trade schools). Some scholarships specify a certain level of academic achievement; some have financial need as a criterion.

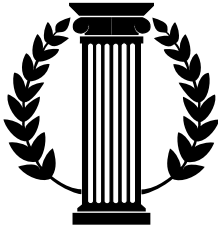
Scholarship booklets and application forms are available for all interested students in the Simley Career Center in February. It is each student's responsibility to read the booklet and apply for any scholarships for which they may qualify.

After scholarship applications are turned in (March), the selection process begins:

- Applications are coded (names are removed for confidentiality).
- Applicants' GPA, test scores, class rank, school activities, work experience and community activities are assigned a rating using a pre-established rating scale.
- A master list of applicants and information is entered into a computer database.
- The program will sort applicants and their information according to the scholarship criteria designated.
- The applications, computer printouts and ranking instructions are organized and delivered to the scholarship selection committee members. (The committee is made up of teachers and community members; no IGH BEST Foundation members are on the selection committee.)
- Individual committee member's rankings are entered into the computer and the information re-sorted to reflect the additional data.
- Students are notified that they will be awarded a scholarship and are invited to attend the scholarship awards reception in May. (Students do not know which scholarship they will receive until the presentation in May.)
- Scholarship donors are invited to the reception to present their scholarships.
- Generally, scholarships are paid to students upon verification of completion of the student's first quarter (or semester) of postsecondary education.

Annual gifts for scholarships must be in the IGH BEST Foundation account by March 15 in order for that scholarship to be awarded to a student in May.

If you have any questions or wish to meet with a representative of the IGH BEST Foundation, please call Executive Director Joe Atkins at 651-451-6411 or Jill Lewis at 651-552-8586.



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Scholarship Origination Form

Name of Scholarship: _____

Amount of Scholarship: \$_____

How Scholarship is to be funded (ie, endowment, annual gift. Please Note: Annual gifts must be deposited in the IGH BEST Foundation account by March 15 in order for the scholarship to be presented in May.): _____

Description of Scholarship (to be published in scholarship booklet): _____

Selection Criteria (will be published in scholarship booklet):

- _____
- _____
- _____
- _____

Person who will present the scholarship at the Scholarship Recognition Event in May (a representative from the family, business, organization, or the Foundation — may be decided in April or May): _____

Other Information pertaining to scholarship(s): _____

Restrictions and/or Designations:

1. Endowed Scholarships

Minimum Endowment Amount (not less than \$10,000) \$ _____
(Endowed amount shall not be expended)

Action to be taken if accrued interest does not
equal amount specified for scholarship.

- Contact donor for additional donation
- Discontinue scholarship until interest is sufficient
- In the case of multiple scholarships, award fewer scholarships
- Award scholarship of lesser value (eg., \$400 instead of \$500)
- Other _____

Note: If the scholarship originator or other donors wish to increase endowment amount, it must be noted on their donation. Otherwise, the donation will be assumed to be non-restricted.

2. Annual Gifts

(Interest is not allocated to individual scholarships.)

Contact Person(s) (name): _____
(address) _____

(phone numbers) _____

Signature _____ Date _____