Welcome!

YEF Scholarship Orientation
Congratulations!

- Elizabeth Dodd, Coordinator
  - 9600 Sims Drive
  - (915) 434-0505
  - yef@yisd.net

- Documents will be emailed to you
Stay Connected

- Facebook - @yslettaeducationfoundation
- Twitter - @yef4education
- Instagram - @yslettaeducationfoundation
- Website
  http://yefscholarships.yisd.net/
Mandatory:

- Updated contact information is important
  - YISD email will be inactivated
  - Cell phone number
  - Alternate contact such as parent/guardian
  - Keep phone number & address updated

- College information:
  - College attending
  - Major
  - Expected graduation date
Thank You Note

- Please be sure to take some time to express your appreciation to the donors who provided this amazing scholarship to you

- Review thank you note ideas for help
  - Address your note to match your scholarship
    - Example: Allstate Scholarship – Dear Allstate,

- These notes are used to help with future fundraising activities to raise money for more scholarships
Process to Request Funds

- Disbursement form with all required documents must be submitted for your request to be approved.

- All documents may be submitted either:
  - Email: yef@yisd.net
  - In person: YEF Office at YISD Central Office; 9600 Sims Drive

- Requests normally take 2 weeks to process.
Scholarship Funds

- Funds may be requested to cover the following educational expenses:
  - Tuition
  - Books
  - Housing
  - Travel
  - Computer equipment/calculators
  - Other items (approval required)
Request Deadlines

- Funds must be requested within two (2) years to *activate* the scholarship

  ➢ Initial request does not have to be for the full amount of the scholarship

- Once activated, students have an additional (3) years to use the remaining funds
Eligibility to Request Funds

- You must meet the following requirements in order to qualify for funding each semester:
  - Must be enrolled at a 4-year accredited college or university
  - Must maintain a 2.0 cumulative GPA
Documents Required

- The following documents are required for each disbursement request:
  - YEF Disbursement Form
    - Download: [http://yefscholarships.yisd.net/](http://yefscholarships.yisd.net/)
  - Class Schedule
  - Tuition Statement (invoice/bill)
Documents Required (cont.)

- University Transcript (not required before 1st semester)
  - Unofficial is acceptable so long as your name and ID number are visible

- Receipts
  - If making purchase before receiving funds, provide receipts with disbursement request
  - If making purchase after receiving funds, you have 3 weeks to provide YEF with copies of receipts

  **NOTE:** any unused funds must be returned
Documents Required (cont.)

- **YEF Biography Form**
  - Including Thank You Note

- **University Records Release Form**
  - Used to collect information on success of the YEF scholarship program

- **Photo/Information Release Form**
  - Pictures/videos
  - Thank you cards
  - YEF fundraising events
Reminders

▪ Submit Biography form and release forms before requesting funds

▪ Once ready to request funds, submit Disbursement form & documents

▪ Contact us if you have any questions at (915) 434-0505

**NOTE**: YEF Office will be closed from June 28 to July 8th
Thank You!

YEF Office
9600 Sims - 1st floor YISD Central Office Building
(915) 434-0505
yef@yisd.net

Office Hours: Monday – Thursday
10:00 am – 3:00 pm