



**Welcome!**

YEF Scholarship Orientation

# Congratulations!

---

- Elizabeth Dodd, Coordinator
- Nicole Portillo, Secretary
  - 9600 Sims Drive
  - (915) 434-0505
  - [yef@yisd.net](mailto:yef@yisd.net)
- Documents will be emailed to you

# Stay Connected

---

- Facebook - @ysletaeducationfoundation



- Twitter - @yef4education

- Instagram - @ysletaeducationfoundation



- Website

<http://yefscholarships.yisd.net/>

# Biography Form

---

## 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

# Ysleta Education Foundation

## Recipient Biography Form



As a recipient, we ask that you complete the form below, which will allow us to share a bit of information about you with the donors of your scholarship. There is also a space for you to write a short thank you letter to our YEF donors who made your scholarship possible.

\*This form must be submitted before scholarship funds are released.

Please fill out this form completely.		* indicates required fields
<b>Part I</b>		
* Last Name		
* First Name		
* Middle Name		
* Name of Scholarship Received:		
* College/University:		
* Major:		
† Minor:		
* College Classification:	<input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
* Expected Year of Graduation:		
<b>YOU ARE REQUIRED TO PROVIDE US A PHOTO. Email appropriate headshot photo to <a href="mailto:yef@yisd.net">yef@yisd.net</a>.</b>		
<b>Part II</b>		

Submit to YEF Office at 9600 Sims Drive or via email to [yef@yisd.net](mailto:yef@yisd.net)

Ethnicity/Race:	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Black/African American
	<input type="checkbox"/> Hispanic/Latinx	<input type="checkbox"/> Native American/Intuit
	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Two or More Races
	<input type="checkbox"/> Other:	

Recipient email:	
Recipient home number:	
Recipient cell number:	

Alternate Contact Name:	
Relationship:	
Alternate Contact address:	
Alternate Contact home number:	
Alternate Contact cell number:	
Alternate Contact email:	

**Part III**

\* Please write a thank you letter in the space provided below: *(address letter as "Dear (enter scholarship received),". Please include how the scholarship has affected/helped/motivated you).*

# 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](mailto: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)

**NOTE:** Dabler Scholarship allows for

\*tuition & books only

# 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
    - Dabler Scholarship: UTEP only
  - ❑ Must maintain a 2.0 cumulative GPA
    - does not apply to 1<sup>st</sup> college semester
    - Dabler Scholarship: requires 2.5 GPA

# Documents Required

---

- The following documents are required for **each** disbursement request:
  - YEF Disbursement Form
    - Download: <http://yefscholarships.yisd.net/>
  - Class Schedule
  - Tuition Statement (invoice/bill)



# SCHOLARSHIP DISBURSEMENT REQUEST FORM

*\*Please allow for 2-3 weeks of processing time for each request\**

QUESTIONS: contact the YEF Office at (915) 434-0505.

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
College Attending: \_\_\_\_\_ University ID: \_\_\_\_\_  
Student's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Scholarship Awarded: \_\_\_\_\_ Year Awarded: \_\_\_\_\_  
Disbursement Request Amount: \$ \_\_\_\_\_ Payable to: \_\_\_\_\_  
Purpose of request: (see guidelines below)  
 Tuition  Books  Housing  Travel  Computer Equipment/Calculators  Other Items (approval required)

### Scholarship Request Guidelines:

- Recipients must be enrolled in a four-year college or university and maintain a **2.0 GPA** to draw upon funds. Please notify the YEF Office of enrollment each semester by sending an electronic copy of your class schedule and a copy of your transcript for filing purposes.
- Scholarship funds are held in trust by the Ysleta Education Foundation until requested by the recipient. It is advised that the recipient use other scholarship funds before requesting YEF funds, however, **usage of the YEF scholarship funds must begin within a 2-year period beginning immediately after graduation up to the end of August 2 years later. Failure to begin usage within this 2-year time frame will cause scholarship recipient to relinquish all funds.**
- Scholarship funds should be used to further the recipient's education and can only be used for the following:
  - Tuition and Mandatory Fees**
  - Books** as required by instructor or college course instruction.
  - Housing** in a college approved dormitory or off campus housing (not residing with parents or relatives). Must provide lease agreement.
  - Travel** - Available **twice** a year for student attending an out-of-town university (more than 200 miles from student's registered permanent residence) limited to and from permanent home residence and college that student is enrolled in. Travel is restricted for student recipient only by air or ground. Travel by personal automobile will be reimbursed at the current IRS approved mileage rate or the lowest airfare available, whichever is lowest.
  - Computer equipment and calculators.** Student may not use scholarship funds for personal musical devices, digital camera, extended warranties, service agreements or other computer equipment deemed not necessary by the Ysleta Education Foundation.
  - Other items** such as course required materials may be requested and can only be approved by the Ysleta Education Foundation.
- Scholarship funds may not be used for personal expenses such as clothing, auto vehicles, or personal insurance. Special requests will be considered by the YEF Board of Directors.
- Required documents: Tuition Statement and Class Schedule for the semester that you are requesting the disbursement. After first college semester completed, must also submit unofficial transcript to verify 2.0 GPA has been met.**
- Copies of receipts must be submitted within three weeks of receipt of funds. Failure to submit receipts matching the draw from the students' account will require the student to reimburse the Ysleta Education Foundation for the entire amount within 90 days. Should receipt amount be less than the amount drawn, student must return unused portion of funds.
- Unused scholarship funds are relinquished by the recipient FIVE years after the date of high school graduation.** Under special circumstances, fund extensions will be reviewed by the YEF board upon written request.

I acknowledge the above policy by the Ysleta Education Foundation and understand that receipts must be provided within 3 weeks after receiving the YEF scholarship funds. If I fail to submit receipts matching the reimbursement request, my account will be frozen and I will be required to immediately reimburse the Ysleta Education Foundation.

\_\_\_\_\_  
Recipient Signature \_\_\_\_\_  
Date

Submit this form along with **required documents** via mail to YEF, 9600 Sims Dr., El Paso, TX 79925  
OR email to [yef@yisd.net](mailto:yef@yisd.net) OR fax to (915) 435-9631.

Revised: June 2022



# Carroll and Kristin Dibler Memorial Scholarship

## SCHOLARSHIP DISBURSEMENT REQUEST FORM

*\*Please allow for 2-3 weeks of processing time for each request\**

Student Name \_\_\_\_\_ Date of Request \_\_\_\_\_

College attending: The University of Texas at El Paso (UTEP) University ID \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Scholarship Awarded: Carroll and Kristin Dibler Memorial Scholarship Year Awarded: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Purpose of request (see guidelines below): \_\_\_\_\_ Tuition \_\_\_\_\_ Books \_\_\_\_\_

Payable to: \_\_\_\_\_

Scholarship Request Guidelines: YEF Policy #1000 revised February 2016:

- (1) Recipients must be enrolled at The University of Texas at El Paso (UTEP) to draw upon funds.
- (2) Please notify the Foundation office of enrollment each fall and spring semesters after high school graduation to submit the following documents along with this request form:
  - a. class schedule
  - b. tuition & fees statement
  - c. unofficial transcript
- (3) Student is to receive scholarship immediately following high school graduation. Recipient must meet a minimum 2.5 GPA after the first Fall semester in order to receive subsequent disbursements.
- (4) Scholarship funds may only be used to further the recipients' education to cover any tuition balance left after first applying financial aid grants and scholarships; or can be used for the purchase of books for the respective semester.
- (5) To request scholarship funds, contact the Ysleta Education Foundation office, by mail, electronic mail, or phone. Checks will be processed in a timely manner.
- (6) **Unused scholarship funds are relinquished by the recipient ONE year after the date of high school graduation.**

I acknowledge the above policy by the Ysleta Education Foundation (YEF) and understand that if I fail to submit required documentation each semester following graduation, my scholarship will be forfeited and released to another student.

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

Submit this form along with **back-up documentation** to: YEF, 9600 Sims Dr., El Paso, TX 79925  
OR email to [YEF@yisd.net](mailto:YEF@yisd.net) OR Fax to: 915-435-9631  
Contact the YEF Office with questions at: 915-434-0505 or 915-434-0504

# Documents Required (cont.)

---

- ❑ University Transcript (not required before 1<sup>st</sup> semester)
  - Unofficial is acceptable so long as your name and ID number are visible
  
- ❑ Receipts
  - If making a purchase before receiving funds, provide receipts with the disbursement request
  
  - If making a purchase after receiving funds, you have 3 weeks to provide YEF with copies of the receipt
  
  - **NOTE:** any unused funds must be returned

# Documents Required (cont.)

---

The following documents should only be submitted **once**:

- YEF Biography Form
  - Including Thank You Note
  
- University Records Release Form
  - Used to collect information on the success of the YEF scholarship program
  
- Photo/Information Release Form
  - Pictures/videos
  - Thank you cards
  - YEF fundraising events

*Please provide a headshot appropriate for use on social media and advertising the YEF scholarship program.*



Ysleta Education Foundation  
Scholarship Recipient



University Records Release Form

Student Name: \_\_\_\_\_ Year of High School Graduation: \_\_\_\_\_  
High School Attended: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Colleges/universities maintain the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws. These laws pertain to the security and privacy of Student Educational Records, along with Personal Identifying Information (PII), and govern how and with whom this information can and cannot be shared. Among the provisions of FERPA are the requirements that data be used only for intended purposes, and that those responsible for student data take reasonable precautions to prevent misuse of this data. Examples of FERPA-protected information include Social Security Numbers, grades, date-of-birth, and any other individually identifiable information used or disclosed in any form, whether electronically, on paper or verbally.

Employees of El Paso area public, private, and/or charter schools may be authorized access to student records in order to perform their official duties. Access to these records is permitted only to the extent necessary to perform these official duties, and those with such access are responsible for protecting this information against unauthorized access or disclosure of any sort.

By signing this form, you give the college(s) or university(ies) you will be attending, permission to disclose the following information to the Ysleta Education Foundation to determine that requirements were met.

- Enrollment period
- Last semester attended
- Number of hours enrolled/completed
- Cumulative GPA
- Graduation and Graduation Year
- Degree Earned
- Major
- Transferred to another educational institution and where

\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
Parent Signature *(required if student is under 18 years old)*

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

**NOTE:** In order to revoke this release, you must submit a written request to your college/university.



Ysleta Education Foundation  
RELEASE FORM

Name \_\_\_\_\_ College/University Attending \_\_\_\_\_

High School Attended: \_\_\_\_\_ High school graduation Year: \_\_\_\_\_

**Photo Release Authorization**

I hereby authorize the Ysleta Education Foundation, and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or, any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, social media, CD-ROM, Internet/WWW) these recordings, in whole or in part, without restrictions or limitations for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including educational, promotional or advertising efforts.

I release the Ysleta Education Foundation and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. This release is executed gratuitously and/or for any self-satisfaction which I may derive from any publication or programs in which my likeness or voice will appear. I understand that all such recordings, in whatever medium, shall remain the property of the Ysleta Education Foundation.

I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THIS RELEASE.

- I agree to this authorization
- I do NOT agree to this authorization

**Information Release Authorization**

I hereby authorize the Ysleta Education Foundation to release any information provided to them by myself in the scholarship application, and any other form of communication to any acting in authority of the Ysleta Education Foundation, to be used for greater purpose of notifying and increasing the success of the organization and the support they provide to the El Paso community.

I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THIS RELEASE.

- I agree to this authorization
- I do NOT agree to this authorization

Signature \_\_\_\_\_  
Student Signature  
Signature \_\_\_\_\_  
Parent Signature (required if student is under 18 years old)

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

# Document File Types

---

## ❑ Adobe PDF works best

- Other formats not always compatible with our system
- Will help ensure we receive full university document showing your name, university ID number, semester, and college

## ❑ PDF Support

- Video:  
<https://www.youtube.com/watch?v=6jfS3VrxR5s>
- Skip to **6:17** into the video to tip No. 4 “Create PDFs Using Print Function”
- CTRL+P to get to the print function
- Save the document to submit to YEF

# Reminders

---

- Submit biography form & release forms must be submitted before requesting funds
- Once ready to request funds, submit the disbursement form & documents
- Contact us if you have any questions at (915) 434-0505



# Thank You!

YEF Office

9600 Sims - 1<sup>st</sup> floor YISD Central Office Building

(915) 434-0505

[yef@yisd.net](mailto:yef@yisd.net)

Office Hours: Monday – Thursday

10:00 am – 3:00 pm