



A Guide for the Scholarship Criteria Worksheet

Included with this letter you will find a Scholarship Criteria Worksheet that details what information we need from you to make the best selection. The purpose of this section is to guide you through selecting hard and soft criteria. Any changes are due prior to December each year.

Please provide a short summary of your scholarship to be read at awards night. Staff will cut this back to 2-3 sentences so expect to be brief.

Hard requirements are criteria the student must meet in order to be included on the list of prospects being considered for your scholarship. If they are missing even one of your hard requirements, they are not on the list. If there are no students who meet the hard requirements, the scholarship cannot be awarded. Criteria should not be so overly restrictive as to make award of the scholarship difficult.

Soft requirements offer a donor the chance to prioritize how one student is selected over another. If you have soft requirements you need to assign a numerical value to how important this criteria is to you. Valuing a preference as a "1" means that it is the most important soft requirement. A "4" value indicates that the preference is important enough that you would like it as a soft requirement but is not a deal breaker in deciding the best candidate. The better the match to your soft requirements, the more points an applicant will receive and likely to be awarded funds.

Students are filtered according to hard criteria and then ranked by soft criteria. From there, the mandatory essay questions are evaluated and assigned a value by a group of reviewers. This entire process is done with no identifiers revealed so that seniors awarded are selected objectively, according to the donor's unique criteria.

Sample Criteria to Consider:

- **Need.** You can specify if a student's challenging circumstances should come into play. Financial need is assessed by FASFA score. The other variables are listed in the worksheet.
- **Merit.** You can specify if a student's academic performance should come into play.
- **Academic.** Could include taking a certain class or plans for attending a certain type of post-secondary school.
- **Interest.** Includes showing an affinity for certain topic/activity which can be assessed by participation in school-sponsored clubs, pursuit of a certain degree, having a desire to work in a certain field, etc.

Scholarship Criteria Worksheet



Your generous offer to award a scholarship will impact the lives of students in Community ISD! To ensure that your wishes regarding the scholarship are followed the questions below have been developed. Please complete the questionnaire, then sign and return this document to the Foundation office no later than January 8th.

Official Title of Scholarship: _____

- In completing this form if there is criteria you have no interest in, simply leave it blank. Only mark what matters to you.
- Hard requirements are criteria the student ***absolutely must meet*** in order to be included on the list of students being considered for your scholarship.
- Soft requirements mean the student ***may meet*** certain criteria to receive the award. The better the match to your soft requirements, the more points the applicant will receive for your scholarship.
- Check the box if your criteria is a hard or soft requirement. For soft requirement assign a numerical value to how important this criteria is to you. The scale used is 1-4. With "1" meaning that it is *the most important* soft requirement to you.

Need-based scholarship (determined by FAFSA score):

Hard Requirement	Soft Requirement	Value
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Academic Rank:

Hard Requirement	Soft Requirement	Value
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Class Rank:

Member of Organization:

Hard Requirement	Soft Requirement	Value
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Please name organization(s):

Held Leadership position in school sponsored activity:

Hard Requirement	Soft Requirement	Value
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Member of school-sponsored sport:

Hard Requirement	Soft Requirement	Value
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Please name sport:

Student volunteers in community:	Hard Requirement	Soft Requirement	Value
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General Scholarship Considerations



Please select your preference. If none, leave section blank.

Vocational/Trade Schools

Faith-based Institutions

Specific College (please name):

Hard Requirement

Soft Requirement

Value

Do you have a preference as to which Elementary school student attended? If non, leave section blank.

Hard Requirement

Soft Requirement

Value

Do you have a preference as to specific course of study or vocational objective?

Is so, please name:

Hard Requirement

Soft Requirement

Value

Do you wish to consider extenuating family circumstances, any medical needs, or learning disabilities?

If so, please elaborate:

Hard Requirement

Soft Requirement

Value

Are there any other specific attributes you wish to consider for criteria of awarding your scholarship?

If so, please elaborate:

Hard Requirement

Soft Requirement

Value

Should these scholarship guidelines become invalid, outdated, or irrelevant for any other reason, they may be modified by a two-thirds majority vote of the Board of Directors of Community ISD Education Foundation. The original intent and vision of the scholarship will be maintained as closely as possible.

Name of Donor or Representative

Signature of Representative

Date

*Please return completed form via email to education.foundation@communityisd.org or at our office:
611 FM 1138 North, Nevada, TX 75173 no later than January 8th.*