



## 2025 Frisco Education Foundation (FEF) Scholarship Application Instructions

### FEF Scholarship Application for 2025 FISD Seniors

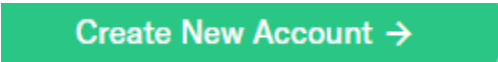







Opens: Tuesday, December 3, 2024, at 10am

Closes: Friday, December 20, 2024, at 4pm *(No exceptions!)*

Additional information available on FEF Website: [FEF Scholarship Information](#)

#### ❖ Getting Started

##### ➤ Please read instructions carefully before starting the application.

- Failure to do so may result in application not being completed correctly.
- Please also read the additional instructions provided on the scholarship application.
- Link for scholarship application: [2025 FEF Scholarship Application](#)
- Click on .
- For your Email Address, please use your **FISD K12 Email Address**
- Create a password and write down and keep in a safe place. FEF will not have access to retrieve lost passwords!
- Once information has been entered, click on 
- You will need to fill out each section and click on  before going onto the next section. The  icon is on the bottom left-hand corner of the page.
- Once a section is complete the  icon next to the section will change to .
- The  means all the information has been completed for that section. If the icon does not change, please go back to the section, and look for the red outlined information.
- You can submit your application once all the icons turn to .
- **It is highly encouraged you start with the “Recommendations/Other Information/Signature Required Section”!!!**

## ❖ FEF Scholarship Application Sections

### ➤ General Information

- This section includes general contact information along with other general application questions.

### ➤ Youth Sports Organizations

- This section asks questions regarding youth sport organizations (Frisco Soccer Association, FASST, Frisco Lacrosse League, Frisco Miracle League, Frisco Youth Volleyball leagues, Youth Bowling League) and an optional essay and information for the Frisco Soccer Association Scholarship.

### ➤ School/Extra-Curricular

- Please enter all the FISD schools you have attended along with the corresponding grades. Please use the drop-down arrow and make your selections.
- Please enter all school sponsored extra-curricular activities you have participated in during high school.
  - Enter all FISD high sports team participation along with Fine Arts participation in this section.
- If your school sponsored extra-curricular activity is not listed, please select “*OTHER (list below)*” and use the text box to fill in the activity name.
- Please enter all non-school sponsored extra-curricular activities you participated in during high school.

### ➤ Volunteer/Community Service/Employment

- All volunteer/community service hours are as of FEF Scholarship Application deadline. No revisions can be made to the scholarship application after it has been submitted.
- Please enter all volunteer/community service information in the space provided. You can upload documentation regarding your volunteer/community service, but the information must be entered in the section!
- **FEF does not have access to Xello! All volunteer/community service hours must be entered in the volunteer/community service section of the scholarship application to be considered.**

### ➤ College Prep

- Enter the colleges/universities you have applied to for Fall 2025 and indicate if you have been accepted or still waiting to hear.
- If you will be attending a trade school, please answer the question along with the area of study.

➤ **Financial/Signature Required**

- You will need information from your parents for this section.
- **For Financial Need Consideration, you MUST fill out the financial section and attached forms of income verification.**
- Students DO NOT need to attach income verification if they are applying for scholarships based on academic and/or leadership merit.
- Financial documentation can be mailed to FEF at PO Box 567, Frisco TX 75034 or dropped off at the FEF office at 5515 Ohio Drive, Frisco, TX 75035 until January 10, 2025. **You still need to submit your application by the deadline!** FEF office will be closed for winter break from December 21<sup>st</sup> through January 5th.
- Please have your parent or legal guardian sign the application in the area provided.

➤ **Recommendation/Other Information/Signatures Required**

▪ **It is recommended you start with this section first!**

- Recommendations need to be submitted in the scholarship application by 3pm on December 20<sup>th</sup>. This will give you time to submit your scholarship application by the 4pm deadline on December 20<sup>th</sup>. FEF does not recommend you wait until December 20<sup>th</sup> to submit your scholarship application.
- All recommendations will be submitted online, and you must request recommendations electronically. This is done by entering the name and email address and click on save.
- For teachers (current senior teachers only and college professors are acceptable if taking dual credit), this must be done using their FISD email address or college email address.
- For community recommendations, be sure and use the correct email address.
- Teachers and community recommendation individuals will receive an auto-generated email from Frisco Education Foundation notifying them you have requested an action from them. The individual will just need to click on the link to complete the recommendation request.
  - The auto-generated email may go to the junk mail or spam folder.
- It is the responsibility of the scholarship applicant to follow up with individuals providing the recommendations.
  - Each recommendation will have a status indicated next to it. This status indicates a name and email has not been entered.

**Status : None**

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Teacher #1 is not complete

- This status indicates the recommendation email has been sent to the individual.

**Status : The reference has been sent a form link by email.**

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Teacher #2 is not complete

- This status indicates the individual has completed the recommendation.

## Status : Completed

- The status will indicate if the email address was not valid, and the email did not go through.

Status : The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces.





### Status : Diagnostic-Code: 550 Invalid Recipient -

- It is recommended your senior teacher recommendations be submitted by one of your “core” subject teachers.
- A community recommendation may **NOT** be written by a family member, fellow classmate, Frisco Education Foundation Board Member, Fisd Superintendent, Fisd schoolteacher, Fisd high school counselor, Fisd coach and Frisco Education Foundation staff.
- Be sure and answer all the additional short answer questions in this section.
- Please sign the application in the area provided.

### ➤ Essays



- Only the FEF Essay is mandatory.
  - Please note the prompt and the word limit requirements.
- All other essays in this section are optional.
  - Some essays require specific criteria to be considered. For instance, if you are not attending a college/university in Texas, you do not need to complete the Jim Brooks/Brian Grubbs Freedom Scholarship Essay
  - Please read the instructions next to the essays on the scholarship application and make sure they apply to you before you complete them.
  - We encourage all students to complete the optional essays if they apply to them. Please note the word count requirements on the optional essays.
  - If you click within the optional essay text box, you will trigger the word count function. If you did not mean to click in the optional essay text box, just back space until the beginning of the text box. This will remove the word count requirement and leave the text box blank.

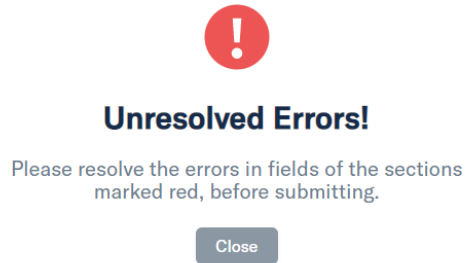
### ❖ Other Information

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- You may print a copy of application by using the print icon  in the lower left-hand corner of the application.
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- Be sure and save your scholarship application frequently.
- You do not have to complete your scholarship application in one sitting if your schedule does not allow. Remember to save your application. You may start and

stop as needed as long as the scholarship application is completed and submitted by December 20<sup>th</sup> at 4pm.

Submit

- Once a section is complete the  icon next to the section will change to .
- If you receive the following message, it means that you still have application sections that need your attention. Please look for the items marked in **red**.



- Scholarship applicant will receive an email notification confirming the scholarship application has been successfully submitted. This email will be sent to whatever email address the applicant used in the application. This should be the student's FISD K12 email address.
- Do NOT submit your application until you are sure you are finished with it.
- Once you submit, you will not be able to go back and edit the scholarship application.
- **DEADLINE is 4pm on Friday, December 20, 2024! No exceptions!**
  - The system will lock down at that time and any un-submitted applications will not be accepted or available to complete and submit.
- Do NOT wait until 3:59pm on the 20<sup>th</sup> of December to submit your application!