

TIMELINE FOR WMEF SCHOLARSHIP PROCESS

- **February** - Letters are sent out to prospective donors requesting contributions. Letters are sent to: Watertown and Mayer businesses; individuals and businesses that have contributed in the past; as well as prospective donors. These letters detail the process the donors should follow in order to contribute.
- **March** - Personal email reminders are sent to past donors who have not yet contributed.
- **February to early May** - Donations are received and a list is compiled of all scholarship awards to be given out. Scholarships may be one of 3 types:
 - *Community Scholarship Fund - general fund with money from other sources
 - *Designated Scholarship Fund - \$250 or more may be given with your name, business, or in memory of someone
 - *Restricted Scholarship Fund - a larger amount which will be distributed over timePlease see the Scholarship Donor Form
[Scholarship Donor Form](#)
- **April** - HS Scholarship Committee meets and determines recipients of scholarships
- **April** - Letters are sent through the high school to seniors inviting them to the Senior Awards Night in May where scholarships will be presented.
- **May** - Letters are drafted by the Foundation describing the scholarship they are awarded along with a form detailing how they should go about obtaining their scholarship money. (These letters are presented at Awards Night.)
- **Mid-May** - Awards Night at high school. Scholarships are announced, and letters are presented.
- **End of May** - A list of all scholarships handled by the Foundation and their recipients was posted on the webpage. Students have one year to request their scholarships.