



## Endowment Fund Application

### Application for Support

To apply, a student must complete an application form and submit it, along with their education plan, transcript, volunteer project, and three letters of community support, to the Endowment Fund Committee of Woodland Hills. Applications are available by contacting Woodland Hills at (218)728-7500, at 4321 Allendale Ave., Duluth, MN 55803, and by visiting the website at [www.woodlandhills.org](http://www.woodlandhills.org)

For renewal applications, complete and submit an application form along with your most recent transcripts, a summary of your last service to learn project and an overview of your proposed service learning project that you intend to complete during the coming school year.

Requests are reviewed three times a year. To be considered, all materials must be received by the deadline for each of the funding cycles: April 1, July 1 and November 1. Applications will be reviewed by the Endowment Fund Committee to determine fund allocations. Applicants will be notified within three months about the status of their request.

Those requesting scholarship support, should notify their college financial aid office that they are applying for a Woodland Hills Scholarship. Some colleges offer matching funds, so check with your college to see if there are matching funds for you. Once awarded, all scholarship payments are sent directly to the post-secondary school. For non-tuition items, a receipt is required for reimbursement to the student(s) or by arrangement with the Woodland Hills Business Office.

**Write an essay of 400 to 500 words about your intended use of funds.** First tell why you believe that education is important. Second, describe your plans for the future. Third, describe the service learning project you would like to complete in the coming school year. If you do not know how or where you will complete this project, indicate that you would like Woodland Hills' help to find a service project. Attach your essay to this form and be sure to include your name on all pages of the essay.

**Get three letters of recommendation.** At least one letter must be from a teacher at your school. The others may be from teachers or from other adults who are not related to you, and who can describe your background and your commitment to success.

