

**Idaho Professional-Technical Education Foundation timetable and distribution procedure for Tools of the Trade Scholarship.**

IPTEF will notify student services personnel at Idaho schools and institutions annually during the first week in January about the award. This will include all counselors at the high school level and appropriate counselors and financial aid officials at the postsecondary level. The secondary personnel will request applications from enrollees who would be the possible recipients of the awards and assist them in completing the application process.

The postsecondary student services personnel will notify any enrollee who may or may not have recently graduated from high school as a part of their financial package offered to new students. The timeline will allow student services personnel to make potential enrollees aware of the opportunity when they apply to the college during the second semester.

The deadline for receipt of applications will be May 31st. A committee will be formed to review the applications and select finalists. The selection process will be completed by June 15th. We will distribute the funds in August so that awardees would have the ability to purchase their tools/equipment when they begin classes at the postsecondary institution.

We will request funds from ICF in May annually. Confirmation of the actual amount from ICF will be made in January in order to establish the number and amount of awards to be offered. The initial phase of the scholarship award is to be a grant of \$2,000.00 which will fund four \$500.00 awards. ICF will provide the funds to IPTEF in May and these funds will be placed in a dedicated account from which checks will be issued to the successful candidates in August.

IPTEF will inform ICF of the awards provided and information on the successful candidates, along with a financial report in October.

