



Sponsoring a Scholarship: Your Next Steps

Thank you for your commitment to supporting education and strengthening our community through

a scholarship sponsorship. This handout provides a simple, step-by-step guide to help you navigate the process.

1. Define Your Scholarship Purpose

- Determine the goals and intended impact of your scholarship. Identify who is eligible to apply (criteria and qualifications).

Reminder: The more restrictive the criteria, the fewer students will be able to apply. To maximize reach and impact, consider keeping eligibility broader, for example: students majoring in Business, pursuing a 2-year, 4-year, or trade program, or planning to enter the field of Education. A more inclusive approach can open doors for more deserving applicants.

2. Scholarship Selection Process

The Chamber Foundation Scholarship Committee manages the entire selection process using an established rubric and interviews. Applicants are assessed based on their essay, résumé, academic standing, and interview performance so you can feel confident the process is fair, consistent, and fully supported.

3. Determine Scholarship Amount

- Set the scholarship award amount and the frequency of awards.
- Decide whether it will be **one-time, annual, or renewable**.

4. Application Requirements

The Chamber Foundation uses a standardized application process that includes:

- an application form
- an essay (students choose 1 of 3 prompts)
- letters of recommendation
- a student résumé

The Scholarship Committee collects and reviews all application materials, ensuring a smooth process for both sponsors and applicants.

5. Promote Your Scholarship

The Chamber Foundation handles student promotion, including the design and distribution of materials. We use our online platforms and outreach resources to ensure the opportunity reaches the intended audience.

6. Awarding the Scholarship

Once recipient(s) are selected, we encourage you to participate in celebrating their achievements. You may choose to:

- Attend and present the scholarship at the student's Honors Night (if available and desired).
Join a special luncheon to sit with the student and learn more about their educational journey.

7. Engagement at GEM Luncheon:



- ❖ Attend our 13th annual GEM Luncheon on April 23, 2026, where you can interact with scholarship recipients and learn about their educational plans and aspirations.
- ❖ Your \$75.00 administration fee includes two tickets to our luncheon: one for a representative from your company and one for the scholarship recipient. This will allow the scholarship recipient to attend and be honored, and give them the opportunity to meet local business partners in our area.
- ❖ Your company logo and or name will also be acknowledged in the program booklet at the luncheon.
- ❖ <https://www.zeffy.com/en-US/ticketing/13th-annual-gem-luncheon>

Tax Deductible Contribution:

- ❖ The Crystal Lake Chamber Foundation is a 501(c) (3) organization, making your sponsorship eligible for a tax deduction.

Community Impact:

- ❖ By investing in education, you play a pivotal role in shaping the future leaders of Crystal Lake and fostering a stronger, more prosperous community.

Join us in shaping the future by investing in the next generation of leaders and strengthening our community. To explore sponsorship opportunities or learn more about how you can make a difference, please contact Mike Winnecke at: clchamberfoundation@gmail.com



👉 **Donate online here:** [New Scholarship](#)

👉 **Donate by check:**

Crystal Lake Chamber Foundation
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📞 **Have questions or want to get involved?** Call us at 815-861-0169. We'd be delighted to share more details and help you get started.

Together, let's empower the next generation of leaders.