



January 13, 2011|

Dear Preschool Director,

The annual Helen E. Risch Preschool Scholarship Endowment Fund grant application process is now open for the 2011 fall school semester. This letter of instruction and the online application form are provided to assist you in submitting one Jewish preschool student to be considered for a partial preschool tuition grant based on your determination of the candidate's financial need. You will serve as the sole advocate; it will be your responsibility to clearly relate to the awards committee on behalf of your applicant and the applicant's family, the need for assistance, and why you believe partial financial assistance will influence the entire family in a positive Jewish way. As you have proven in the past, we know we can depend on your expertise to provide the best potential candidate while ensuring anonymity.

The online application must be completed and submitted to the Foundation, postmarked or delivered no later than 5:00 pm on Monday, February 14<sup>th</sup>. Receipt of all unacknowledged applications will be sent via e-mail on February 15<sup>th</sup>. Please mail applications and publicity materials to "The Helen E. Risch Scholarship Endowment Fund of the Dallas Jewish Community Foundation, c/o Deborah Hersh, 7800 Northaven Road, Dallas, Texas 75230-3296. Submitted applications will be reviewed by DJCF staff and forwarded to the Scholarship Advisory Committee. Awards will be announced no later than April 4, 2011, and will initially be presented as **certificates-of-guarantee ensuring payments to the recipient preschool on behalf of award recipients**. Actual payments will be sent to the school after the first day of class for the 2011 fall semester after the Foundation receives notification that the intended recipient is enrolled and attending the recipient preschool. If circumstances arise which prevent a school from using the distribution specifically for the family upon which the award was based, funds will not be granted.

The committee realizes additional funds will be needed to cover full tuition. The Fund's paramount objective to increase Jewish preschool enrollment remains difficult but unchanged-- to increase overall Jewish preschool enrollment. Success can be measured by visible integration of the student family's integration into Jewish school life as expressed by attendance, involvement and/or participation.

If the applicant submitted by your school has been a past recipient, we once again urge you to resubmit those students you still consider to be appropriate candidates. Equal consideration will be given to all preschools and to all applicants regardless of whether they are past applicants or past recipients.

Past recipient Directors choosing to submit applications must include proof that the Helen E. Risch Scholarship Endowment Fund has been promoted in past newsletters and/or marketing materials. It is important that potential applicants be made aware of this opportunity for assistance, and that potential donors know of Mrs. Risch's proactive approach so that they may be inspired to establish additional preschool endowments.

Mrs. Risch has enjoyed personally sharing her commitment to Jewish Preschool Education with those of you who have communicated directly with her or have extended invitations to your preschool. She would greatly appreciate the opportunity to meet with all preschool directors annually, and asks that you contact her to set a convenient time and date. Her e-mail address is [HelenRisch@earthlink.net](mailto:HelenRisch@earthlink.net), and her phone number is 214.750.9850.

We realize your time is valuable and hope that you have remembered The Helen E. Risch Preschool Scholarship Endowment Fund as various potential recipients have crossed your path throughout the year. We look forward to working together to promote Jewish education and continuity beginning with Dallas' youngest. Please direct inquiries to Deborah Hersh, [dhersh@djcf.org](mailto:dhersh@djcf.org) or 214.615.5260.