



FORD DEALER ENDORSEMENT PROCESS

This document will provide you with directions that will assist you in successfully endorsing an FFA member for the opportunity to be awarded either your dealer sponsored scholarship or the Ford Corporate Scholarship.

It is best if one representative from the Ford dealership is identified as the primary contact for FFA members to request an endorsement. Once a student reaches out and secures the name and email of the identified representative, that representative will receive an email requesting the endorsement.

You **MUST** add the following emails to your safe senders list to ensure that you receive the notifications for endorsement– donotreply@applyISTS.com and FFA@applyISTS.com . **HERE** instruction on how to add an email to your safe senders list.

In the email you receive, you will be provided a link to access the on-line endorsement. This link is unique to each student and cannot be used more than once. Below are screenshots of the on-line endorsement form for the Built Ford Tough FFA Scholarship Program.

Built Ford Tough - FFA Scholarship

* indicates a required field.

Ford Dealership Endorsement

has requested that you complete their Ford Dealership Endorsement for his or her National FFA Scholarship Program application.

Endorsement Deadline: January 21, 2021 11:59 PM

How to Complete an Endorsement Form

- Complete all of the fields below. You may copy and paste your answers into the fields below or type it directly.
- Click **Save/Submit** to save your responses.
- You may return to make changes to this form any time before January 21, 2021.
- You must click **Save/Submit** in order for your endorsement to be **Complete**.

The student's name, who is requesting the endorsement, will be displayed here.

As you continue to complete the information, should you need any assistance, follow the information below:

Need Help?

For more information or assistance completing this form email the FFA Scholarship Support Team with ISTS at FFA@applyISTS.com or call toll free at 855-332-2577.

Next, complete the information the Ford dealership.

Dealer Information

*Ford Dealer Contact First Name

*Ford Dealer Contact Last Name

*Ford Dealership State Choose your state from the dropdown list provided.

*Ford Dealership Name Choose your Ford dealer name from the pre-populate list provided by Ford Corporate.

*Ford Dealership Sales Code Select the correct dealership sales code.

*Ford Dealership Contact Email Address

*Ford Dealership Phone Number (Example: 6157773750)

Please enter numbers only. Do not enter any spaces or dashes

The final step is to complete the endorsement by checking the box and clicking the Save/Submit button.

FFA Scholarship Applicant Information

Applicant First Name:

Applicant Last Name:

Applicant FFA Chapter Name: The student requesting the endorsement's information will be prepopulated in this area.

Applicant FFA Chapter ID:

*I hereby endorse this applicant's application for the Built Ford Tough - FFA Scholarship program. This box must be checked to complete the

Save/Submit

FINAL NOTES:

If you do not wish to endorse a student that requested your endorsement DO NOT COMPLETE THIS FORM.

If you are a Ford dealer NOT participating in the Built Ford Tough FFA Scholarship Program and are approached by an FFA member for endorsement, please complete the request as your endorsement allows that student to be considered for the Ford Corporate Scholarship.