



Ford Dealer Endorsement Information

FFA SCHOLARSHIP FORD DEALER ENDORSEMENT PROCESS

If a student is interested in being considered for an FFA Built Ford Tough Scholarship, they are to visit the local Ford Dealer and get the name and email of the appropriate Ford staff member to complete the Ford Dealer Endorsement form.

Once that information is input into the scholarship application portal, an email will be sent to the contact person provided.

The Ford Dealer will receive an email with the following language:

FFAStudentNAME FFAChapterName,State is submitting an application to the National FFA Scholarship Program and has requested that you complete his/her **Ford Dealer Endorsement Form**.

Action Required: You will need to create an account with ISTS, or log in to your already existing account. There are two options for accessing the requested form. If you are already on your FFA Scholarship portal home page, please follow the instructions for Option 2 below.

Option 1 (Recommended): [Click here](#) to create an account or log in if you already have an account. You should be taken directly to the Farmer Endorsement Form that is being requested by the applicant.

Option 2: [Click here](#) to be directed to your home page. Click [Fill Out A Supplement](#) and enter the Supplement Code: **STUDENTSupplementCode**.

Deadline: January 22, 2020 at 11:59 PM

If you need to come back to the form after opening, you may reenter the form from your Home Page before the deadline noted above. You will not need to use the supplement code a second time.

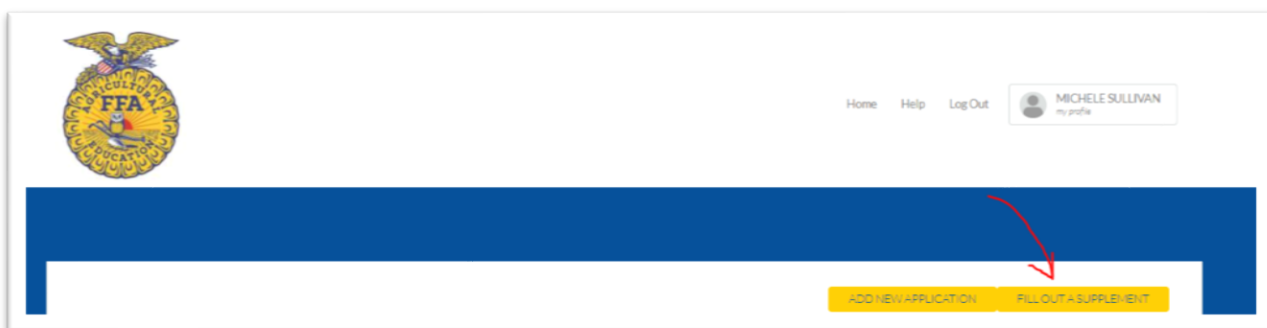
If you have questions or need more information about the National FFA Scholarship Program, email the FFA Scholarship Support Team with ISTS at FFA@applyISTS.com.

Thank you for your assistance.

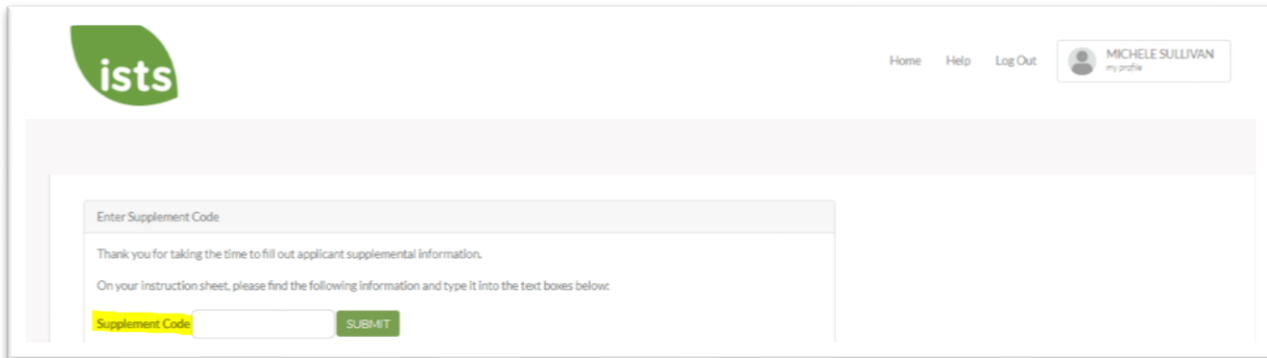
If viewing this page as a printed document, please go to the site: <https://ffa.applyISTS.net> and follow the directions for Option 2.

BELOW ARE SCREENSHOTS OF THE SITE FOR THE FORD DEALER ENDORSEMENT.

The FFA Scholarship Portal Home Page will look like the image below. Click on **Fill Out Supplement**.

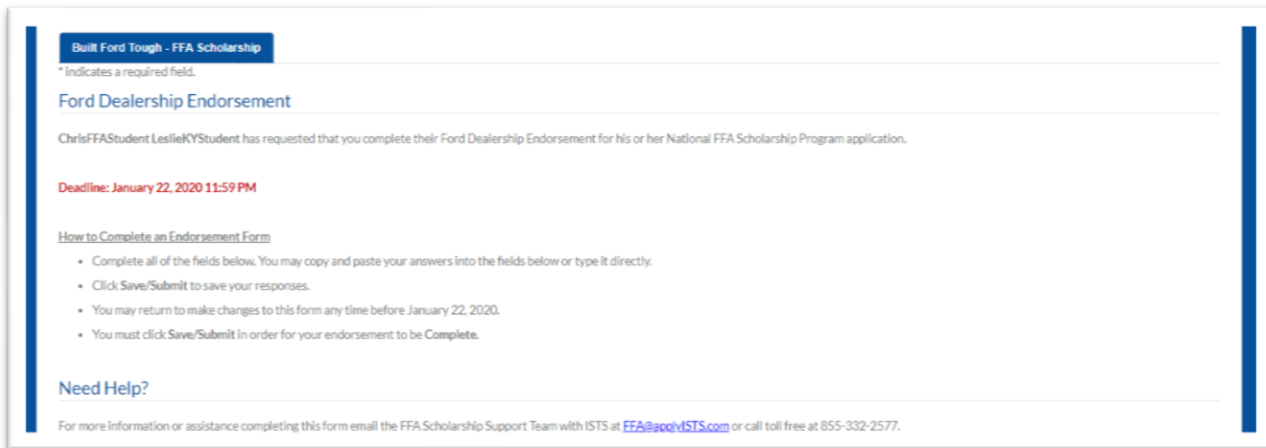


Dealers will then be taken to this page to enter the student **Supplement Code** that is tied to a specific FFA member.



The screenshot shows the ISTS website interface. In the top left corner is the ISTS logo. In the top right corner, there are links for 'Home', 'Help', and 'Log Out', along with a user profile for 'MICHELE SULLIVAN'. The main content area features a form titled 'Enter Supplement Code'. Below the title, there is a message: 'Thank you for taking the time to fill out applicant supplemental information. On your instruction sheet, please find the following information and type it into the text boxes below:'. There is a text input field labeled 'Supplement Code' and a green 'SUBMIT' button.

Dealers are then directed to the following page which provides the steps to complete the process. Please note that if they dealer needs assistance there is information on where to receive help.



The screenshot shows the 'Ford Dealership Endorsement' page. At the top, there is a blue header with the text 'Built Ford Tough - FFA Scholarship'. Below this, a note states '* Indicates a required field.' The main heading is 'Ford Dealership Endorsement'. A message reads: 'ChrisFFAStudent LeslieKYStudent has requested that you complete their Ford Dealership Endorsement for his or her National FFA Scholarship Program application.' A red deadline is listed: 'Deadline: January 22, 2020 11:59 PM'. A section titled 'How to Complete an Endorsement Form' contains a bulleted list of instructions: '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 22, 2020.', and 'You must click Save/Submit in order for your endorsement to be Complete.' A 'Need Help?' section at the bottom provides contact information: 'For more information or assistance completing this form email the FFA Scholarship Support Team with ISTS at FFA@spqyISTS.com or call toll free at 855-332-2577.'

Below is the information that needs to be completed by the Dealer. The Ford Dealer Sales Code will be pre-populated with the code that was provided by Ford Corporate once they enter their state and dealership name.



The screenshot shows the 'Dealer Information' form. It contains several text input fields, each with an asterisk indicating it is required: '*Ford Dealer Contact First Name', '*Ford Dealer Contact Last Name', '*Ford Dealership Name', '*Ford Dealership State', '*Ford Dealership Sales Code', '*Ford Dealership Contact Email Address', and '*Ford Dealership Phone Number (Example: 6157773750)'. Below the phone number field, there is a note: 'Please enter numbers only. Do not enter any spaces or dashes'.

The dealer will then click submit and their process is complete.