

**AFFILIATION AGREEMENT  
ARKANSAS SINGLE PARENT SCHOLARSHIP FUND**

*REVISED DECEMBER, 2007*

This Affiliation Agreement, effective this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, is made between the Arkansas Single Parent Scholarship Fund (ASPSF), a nonprofit corporation located at 614 East Emma Avenue, Suite 119, Springdale, Arkansas 72764, and the Board of Directors of the Single Parent Scholarship Fund of \_\_\_\_\_ County or Counties (Affiliate), with the following contact information:

PRESIDENT OR CHAIR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The tax-exempt, nonprofit organization/group (if different from the above) which agrees to serve as Fiscal Manager for the Board of Directors is:

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

PRIMARY CONTACT (if other than the Director): \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The ASPSF agrees to:

1. Provide matching grants for all local contributions up to the amount currently allowed, pending availability of funds,
2. Provide on-site technical assistance and other development services, as necessary or requested,
3. Maintain an Internet website on which each affiliate can place contact information, application forms, donation information, and other documents,
4. Present an annual Leadership Development conference or regional Leadership Workshops for the benefit of affiliates,
5. Provide temporary fiscal management service (upon request),

The Affiliate agrees to:

1. Maintain an active Board of Directors representative of all county residents with a recommended minimum of eight members, bylaws and operating plan,
2. Ensure that scholarship awards are provided to county residents who are:
  - a. economically disadvantaged,
  - b. single parents with primary custodial care of at least one child under the age of 18,
  - c. high school graduates or hold the General Educational Development certificate (GED),
  - d. have not previously earned a baccalaureate degree from a four year institution of higher learning, with the exception of candidates for the Masters of Arts Degree in Teaching,
  - e. recipients or applicants of the Federal Pell Grant, and
  - f. enrolled in a post-secondary educational course of study leading to a degree, diploma, or certificate of graduation.
3. Accept responsibility for local fundraising and ensure that scholarships are disbursed on a consistent continuing basis, by semester or annually.
4. Ensure that scholarships are awarded on a fair and equitable basis without consideration of race, religion, ethnicity, age, gender or sexual orientation. Board members may not apply for scholarships; they may not participate in applicant rating or selection if close relatives by blood or marriage are applicants.
5. Ensure proper management of all contributions, grants and other monies made available to the affiliate,
6. Provide timely information to ASPSF concerning the number of scholarships awarded, amount of funds raised and disbursed, demographic data of awardees, success rate of awardees, generated publicity and other information as may reasonably be requested,
7. Administer a Single Parent Scholarship Fund as a free-standing program of post-secondary educational assistance, with no requirements of awardees to participate in other programs or activities beyond the scope of the SPSF.

The undersigned assert that they understand and agree with the above terms of affiliation and have read and understand the attached addendum describing the ASPSF philosophy, definition of terms and explanation of ASPSF policies.

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SIGNATURE OF AFFILIATE REPRESENTATIVE

SPSF TITLE

DATE

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SIGNATURE OF ASPSF EXECUTIVE DIRECTOR

DATE

## ADDENDUM TO AFFILIATION AGREEMENT

### PREFACE

This Addendum is intended to clarify terms, requirements, philosophy and other issues concerning affiliation with the Arkansas Single Parent Scholarship Fund. If you have any questions or concerns regarding information in this addendum, please contact the ASPSF Executive Director, phone (479) 927-1402 or e-mail [rmesson@jtlshop.jonesnet.org](mailto:rmesson@jtlshop.jonesnet.org)

### PHILOSOPHY

1. Our approach to accomplishing the ASPSF mission is to empower community leaders at the county level to establish and operate Single Parent Scholarship Funds. It is our expectation that such empowerment will attract volunteers and resources to the affiliate, all for the purpose of enabling local single parents to complete their post-secondary education and obtain professional, remunerative employment.
2. We expect affiliates to establish supportive relationships with their applicants and awardees for the purpose of empowering them to overcome barriers to self-sufficiency. Support in the form of referrals to other community resources, mentorship, and applicant interviews are encouraged. Any auxiliary programs should be strictly voluntary.
3. We expect that affiliates will avoid nepotism, conflicts of interest and violations of student confidentiality.
4. We invite affiliates to share successful operational strategies with the ASPSF network in order that all within the network can benefit.
5. ASPSF will provide matching grants and developmental supportive services to affiliates with the expectation that they will provide scholarships in a consistent manner, comply with reporting requirements, honor the general eligibility requirements (see Affiliate Agreement Form, page 2, "Affiliate Agrees to...#2), treat all scholarship applicants and awardees with respect, and maintain a positive reputation in the community.
6. ASPSF maintains a "Review and Disengagement" Policy detailing the process by which concern over the operation of an affiliate is measured. Improvements can be required following review which, if ignored, can result in disaffiliation. ASPSF will then make every effort to create a new affiliate in the county under consideration.

### DEFINITION AND EXPLANATION OF TERMS

1. **ASPSF:** The Arkansas Single Parent Scholarship Fund is a private, nonprofit organization incorporated in 1990 to "enable single parents to attain self-sufficiency through post-secondary education" (Mission Statement)
2. **AFFILIATE:** The board of directors of a Single Parent Scholarship Fund with membership in the network of Single Parent Scholarship Funds eligible for matching grants and other support services of the ASPSF. An affiliate is identified as the "Single Parent Scholarship Fund of \_\_\_\_\_ County" (or Counties)

3. **FISCAL MANAGER:** A tax-exempt nonprofit organization willing to accept contributions and expend funds on behalf of the affiliate according to the terms of a Memorandum of Understanding between the affiliate and the fiscal manager. The fiscal manager agrees to provide a complete and accurate income statement or statement of cash flow, upon request
4. **ASPSF INTERIM FISCAL MANAGEMENT:** ASPSF will temporarily assume management of an affiliate's finances until an agreement is reached with a local tax-exempt nonprofit to become ongoing fiscal manager. ASPSF reserves the right to charge an administrative fee of no more than 5% of the affiliate's revenue, as deemed necessary.
5. **AFFILIATE MATCHING GRANT:** Transfer of funds to the affiliate by the ASPSF, an amount based upon donations raised by the affiliate and matched by the ASPSF, subject to a set annual maximum award.
6. **COUNTY OR COUNTIES SERVED:** Each affiliate will represent one or more counties for the purpose of providing scholarships to qualified residents.
7. **BYLAWS AND OPERATING PROCEDURES:** each affiliate will maintain a set of bylaws which governs the operation of its scholarship fund, and a set of operating procedures which describes the process by which awardees are selected and funds are administered.
8. **GENERAL ELIGIBILITY CRITERIA FOR APPLICANTS:** Please refer to Affiliate Agreement, page 2, #2 under "The Affiliate agrees to..."
9. **SPECIFIC ELIGIBILITY CRITERIA FOR APPLICANTS:** Additional requirements set by an affiliate, in accordance with general requirements set by ASPSF, which applicants must meet in order to qualify for a scholarship. All eligibility criteria must be clearly described on applications and all related documents and materials.
10. **STUDENT CONFIDENTIALITY:** The affiliate will maintain and protect the privacy of all applicants, except by a signed written waiver by the applicant. In the event of ASPSF disaffiliation with the affiliate, copies of all scholarship and student records must be provided to ASPSF for transfer to the succeeding affiliate.

## REQUIREMENTS

In order for affiliates to remain in good standing, they will:

1. Provide scholarships to eligible applicants in a consistent and fair manner,
2. Submit required forms to the ASPSF by the stated deadlines,
3. Adhere to ASPSF General Eligibility Criteria for Applicants,
4. Agree to utilize up to 5% of ASPSF match for administrative purposes; *ASPSF suggests affiliates use up to 5% of donations for administrative purposes.*
5. Provide financial information to ASPSF from fiscal managers upon request,
6. Should the affiliate dissolve and terminate all activities, the balance of the affiliate treasury will revert to ASPSF until such time as another affiliate for the county is organized. At that time, the treasury balance will be transferred to the new affiliate.
7. Administer a Single Parent Scholarship Fund as a free-standing program of post-secondary educational assistance, with no requirements of awardees to participate in other programs or activities beyond the scope of the SPSF.