



Scholarship Award Report

This report must be submitted **EACH ACADEMIC SEMESTER** and is due immediately following the affiliate's decision to award scholarships (no later than the close of each semester). If scholarships were not awarded during the semester write 'NONE' in the TOTAL AWARDS fields. **QUESTIONS: (479)927-1402**

NOTE: In the event that the information reported on this form changes (e.g. additional awards, scholarships are revoked or rescinded, etc.), an amended report must be submitted.

Affiliate name: _____

County(ies) served: _____

Year Reported: _____ Semester Reported: *SPRING* *SUMMER* *FALL*

NOTE: Record the name of the county in the first row. **Multi-county affiliates must report stats for each county separately.** Tally and record the **total** number and **total** value of awards **for each** award type. It is not necessary tally awards by denomination. Record the sum of each column in the bottom row.

County Name(s):	County 1 :		County 2 (multi-county only):		County 3 (multi-county only):	
	Total Number #	Total Value \$	Total Number #	Total Value \$	Total Number #	Total Value \$
General / Basic						
Merit / Bonus						
Stipend						
TOTAL AWARDS						

Date submitted: ____/____/____

Name and position of person completing report

(____) _____
Daytime Telephone E-mail address

Daytime Telephone

E-mail address

This report may be submitted using the new **Scholarship Management System** at <https://manage.aspsf.org> or in one of the following ways:

- Mail: 614 E. Emma Ave., Suite 119, Springdale, AR 72764
- Fax: (479)927-0755
- Email: pschram@aspsf.org



SCHOLARSHIP MANAGEMENT SYSTEM

CLASSIFYING & COUNTING SCHOLARSHIPS FOR SPSF REPORTING PURPOSES

SCHOLARSHIP DEFINITION

A scholarship is considered an amount of money given to a student for support of her/his academic pursuit.

SCHOLARSHIP CLASSIFICATIONS

General	A basic scholarship based on a minimum set of criteria that is awarded to an eligible applicant for one semester of study.
Merit / Bonus	A scholarship based on a more restrictive set of criteria compared to a General scholarship. This is usually an additional amount of money awarded for purposes above and beyond general need and reserved for special recognition of a student (examples: holiday bonus, graduation bonus, honor scholarship)
Stipend	An amount of money awarded for specific purposes, usually in addition to a General or Merit/Bonus scholarship. (examples: supply stipend, gas card)

COUNTING & REPORTING SCHOLARSHIPS

- It is acceptable to count more than one scholarship award per individual during the same semester, as long as they are classified as different types of scholarships (see above classifications).
- Multiple disbursements to the same individual, of the same award type, and awarded during the same semester, *regardless of the source of funding*, should be counted as a single award.

EXAMPLES

1. Susan applied for the Spring scholarship with ABC Affiliate. She is a returning student with 4.0 GPA. She and all the other eligible applicants were awarded \$500 scholarships for the semester. The Affiliate selected all awardees based on the same set of general criteria. Susan was also given an extra \$100 for being an honor student. She received one check for \$600. The SPSF should count and report these as 2 scholarships: 1 general award of \$500 and 1 merit award of \$100.
2. James applied in the spring with ABC Affiliate. He was awarded a \$1000 scholarship, based on the Affiliate's general set of criteria. Half to be applied toward the Spring semester, and the other half

to be applied to the Fall semester. This affiliate also uses a reimbursement system, by which they release scholarship funds incrementally as reimbursement for approved expenditures. During the spring semester, James received 3 reimbursement checks. He also received 3 more reimbursement checks for the fall. By the end of the year, James had used all of his allotted scholarship. This affiliate should count and report James scholarship as 2 general awards at \$500 each.

3. ABC Affiliate underwrites its scholarships mainly from its annual fundraiser. This year, it also received a large memorial contribution from a long-time supporter. The only restriction was that it must be used toward scholarships and all awards funded with this money must be named "Jane Doe Memorial Scholarship." Even though these awards have a special name, applicants who receive the money still only have to meet the general set of scholarship criteria. Susan received a \$500 Jane Doe Memorial Scholarship. The Affiliate should count her award as 1 General scholarship of \$500.
4. ABC Affiliate received another memorial contribution. However, the contributor required the money to be awarded only to nursing students who had a 3.0 GPA or higher. The Affiliate's minimum GPA requirement is only 2.0. Claudia, a nursing student, received a spring scholarship that was underwritten 100% from this money. The Affiliate should count and report her scholarship as 1 Merit/Bonus award. If Claudia had less than a 3.0 GPA, she wouldn't have qualified for this merit award, and would have instead received 1 General scholarship.
5. ABC Affiliate didn't have enough money left from one of their memorial contributions to award a full scholarship. So, the Affiliate took the \$75 remaining and combined it with other money raised during the annual fundraiser. Money raised from the annual fundraiser could be used for General scholarships. The memorial contribution required more restrictive scholarship criteria. The Affiliate awarded a \$500 scholarship to Lucy. The Affiliate should report Lucy's scholarship as 1 Merit of \$75 and 1 General of \$425.