

FREQUENTLY ASKED QUESTIONS

WHAT IS AN APPROPRIATE NUMBER OF BOARD MEMBERS?

At least 8, ideally 12 or more, but not more than 21.

For more information about your affiliate's board of directors, see Section Four.

WHAT COMMITTEES SHOULD OUR BOARD HAVE?

Fundraising, Finance, Board Development (Nominating), Executive (President, Vice President, Secretary, and Treasurer), and Scholarship (can be the entire board but someone needs to take on a leadership role).

HOW DO WE DETERMINE WHO SERVES ON COMMITTEES? CAN MEMBERS SERVE ON MORE THAN ONE?

Committee membership is determined by recruiting members for specific jobs, asking board members with specific skills to lead a committee, asking for volunteers, and providing appropriate training for them through the Leadership Development Conference. Members may serve on more than one committee, but care should be taken to make sure that no one volunteer takes on too much and gets burned out.

HOW OFTEN DO WE MEET?

A working board with a full agenda should meet no fewer than eight times each year.

HOW LARGE SHOULD SCHOLARSHIPS BE?

There is no standard for amount of scholarships. The average scholarship awarded is \$500.00.

HOW OFTEN SHOULD WE AWARD SCHOLARSHIPS?

They must be awarded at least annually, preferably twice a year. Some affiliates award scholarships up to three times a year.

WHEN ARE FOLLOW-UP REPORTS DUE?

Annually, on **May 15th**.

WHAT HAPPENS IF WE DO NOT SUBMIT A FOLLOW-UP REPORT?

Matching grant dollars may be withheld the following year until all reports are submitted.

WHEN ARE SCHOLARSHIP REPORTS DUE?

Immediately following the semester in which they were awarded.

WHOM DO WE CALL FOR ADDITIONAL COPIES OF FORMS?

Copies of forms may be found in Section 6. Or contact **Pat Schram** at (479)927-1402 or email at pschram@jtlshop.jonesnet.org.

WHAT IS THE ASPSF WEBSITE ADDRESS?

You can access information on the ASPSF website at www.aspsf.org.

WHO PROVIDES FUNDS TO ASPSF SO ASPSF CAN MAKE MATCHING GRANTS?

ASPSF is funded through the Walton Family Foundation, Arkansas Office of Community Services, the Charles A. Frueauff Foundation, the Harvey and Bernice Jones Family Foundation, the Tyson Foundation, the Winthrop Rockefeller Foundation, Foundation for the Mid-South, individual donors, and an endowment valued at over \$1.2 million.

WHAT ARE ASPSF ELIGIBILITY REQUIREMENTS FOR SCHOLARSHIP RECIPIENTS?

Applicants must be residents of the county in which they are applying. They must be single parents with custodial care of children under the age of 18. Applicants must be at or near the poverty level. They must be enrolled in an undergraduate course of study, with the exception of candidates for the Master of Arts in Teaching (MAT) degree.

For more information on the Scholarship Selection Process, see Section 5.

WHAT IS THE MAXIMUM MATCHING GRANT AMOUNT?

The maximum matching grant is \$7,000 for counties outside of the Delta and \$8,000 for Delta counties.

For a list of Delta counties, see pages 1-10 and 1-11.

DOES MY AFFILIATE HAVE TO RAISE THE ENTIRE AMOUNT (EITHER \$7,000 OR \$8,000) BEFORE WE CAN APPLY FOR MATCHING FUNDS?

No. You can apply for matching funds after raising any amount for scholarships. We want to encourage you to award scholarships whenever you have obtained local funds to do so.

WHAT IS THE MOST SUCCESSFUL FUNDRAISER?

There is not one most successful fundraiser. There are many models to follow. Attending the Leadership Development Conference is a good way to get new ideas for your affiliate.

For more fundraising information, see Section Seven.

HOW DO I NOMINATE SOMEONE FOR THE ASPSF BOARD OF DIRECTORS?

Contact the ASPSF executive director at (479)927-1402 or by email at: rnesson@jtlshop.jonesnet.org.

OTHER USEFUL RESOURCES

In developing your Single Parent Scholarship Fund, you will want to access as many other resources as possible. Organizations that may be of help to you include:

- **Arkansas Department of Higher Education, Financial Aid Division**
114 East Capitol
Little Rock, Arkansas 72201
1800.54.STUDY
501.324.9300
<http://www.arscholarships.com>
- **Arkansas Department of Human Services** (contact your County Office)
Donaghey Plaza West, Slot S201
P.O. Box 1437
Little Rock, AR 72203-1437
501.682.1001
<http://www.state.ar.us/dhs/homepage.html>
- **Arkansas Community Foundation**
700 South Rock
Little Rock, Arkansas 72202
501.372.1116
<http://www.arcf.org>
- **Arkansas Advocates for Children and Families**
103 East 7th Street
Suite 931
Little Rock, Arkansas 72201
<http://www.aradvocates.org>
info@aradvocates.org
- **Arkansas Association of Community Action Agencies**
c/o Rose Adams
300 Spring Street
Suite 1020
Little Rock, Arkansas 72201
501.372.0807
<http://www.acaaa.org>
info@acaaa.org
- **Other ASPSF Affiliates**
See the list of Affiliates, their Directors and Contact Information found on pages 10-5 through 10-8.

- **Good Faith Fund**
Penny Penrose
2304 West 29th Street
Pine Bluff, AR 71603
870.535.6233
<http://www.goodfaithfund.org>
- **Public Libraries**
- **Technical Institutes, Community Colleges, and Four-year Colleges and Universities**
You can find a list of all Arkansas Technical Institutes, Community Colleges, and Four-year Colleges and Universities at <http://www.arkansashighered.com/colleges.html>
- **Chambers of Commerce**
You can find a list of local chambers of commerce at:
<http://www.2chambers.com/arkansas2.htm>
- **State Legislators**
House of Representatives
501.682.7771
<http://www.arkansas.gov/house/>
Senate
501.682-6107
<http://www.arkansas.gov/senate/>

Rotary Clubs in Arkansas have been particularly helpful to SPSF Affiliates as partners, donors, and wonderful sources of board members. A list of Rotary districts in Arkansas and the district governor follows:

<p>District 5830 Serves Texarkana AR & Eastern TX www.rotary5830.org</p> <p>Contact District Governor Ben Agnor 401 Henley Perry Dr. Marshall, TX 75670 (903)938-4287</p>	<p>District 6110 Serves Northwest AR www.ri6110.org</p> <p>Contact District Governor Gerald Harp PO Box 9570 Fayetteville, AR 72703 (479)444-9966</p>	<p>District 6150 Serves Central & North-east AR www.rotary6150.org</p> <p>Contact District Governor Jake Morse PO Box 5000 Jonesboro, AR 72403 (870)932-1562</p>	<p>District 6170 Serves Central & South AR www.ridistrict6170.org</p> <p>Contact District Governor Z.Z. Kamruddin PO Box 541 De Queen, AR 71832 (870)642-4886</p>
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- **Some Helpful Websites:**
<http://www.guidestar.com>
<http://www.nonprofits.org>
<http://www.ardemgaz.com>
<http://yp.lycos.com/default.asp?SRC=lycos4>
<http://www.accessarkansas.org>
<http://www.dina.org>

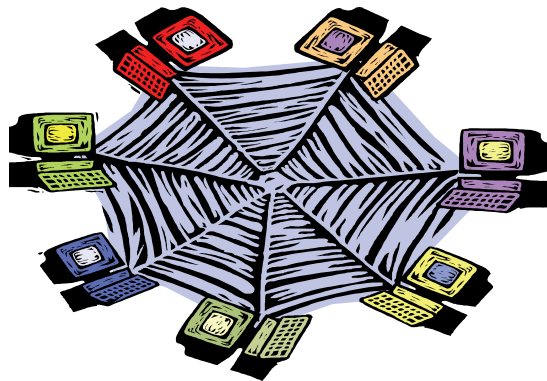
ASPSF WEBSITE

In 1997, the Arkansas Single Parent Scholarship Fund (ASPSF) website was created in an effort to provide more public awareness of scholarships offered to single parents throughout Arkansas and to benefit and support impoverished single parents in Arkansas who are striving to obtain post-secondary education.

The website is designed to include as much information as possible regarding Single Parent Scholarship Funds in Arkansas and other resources that benefit single-parent students, including family issues, support groups on the web, welfare programs, and child issues. Currently, there are 68 Arkansas counties which offer Single Parent Scholarships represented on the website.

Future goals for development of the website include redesigning the interface and navigation structure of the site to improve user accessibility, increased involvement with affiliates to use the website as a resource for their affiliation, include adding printable scholarship applications for every Single Parent Scholarship Fund available in Arkansas, adding affiliate and organization news, and implementation of an online donation system.

If you have any questions or need information regarding the ASPSF website, please contact Christina Womack at (479) 927-1402 or cwomack@jtlshop.jonesnet.org. We encourage you to visit the website to assure your current information is included and to provide information about your affiliate to Chris for posting on the web site on a regular basis. If you have any ideas, comments, or questions regarding the website or its development, please let us hear from you!



**THE ARKANSAS SINGLE PARENT SCHOLARSHIP
FUND ONLINE AT
[HTTP://WWW.ASPSF.ORG](http://www.aspsf.org)**

THE TOOLBOX ONLINE

The ASPSF Toolbox and all ASPSF required forms are available for downloading at: www.aspsf.org.

All forms on the on-line version are PDF documents and may be downloaded using Adobe Acrobat Reader or any other PDF reader software. A free copy of Adobe Acrobat Reader can be found at: <http://www.adobe.com/products/acrobat/readstep2.html>.

MOVING UP AND OUT: POVERTY, EDUCATION, AND THE SINGLE PARENT FAMILY

“The full range of changes that education brings about are hard to capture in quantifiable ways, but they are monumental for those of us who have experienced them.”
Lori Holyfield, *Moving Up and Out*, (p. 73)

Dr. Lori Holyfield's book, *Moving Up and Out*, was published by Temple University Press in early January, 2002. It details Lori's experience as a ninth grade dropout and low income single mom who returned to school after passing her GED and went on to earn a doctorate in sociology at the University of Georgia. Now a professor at the University of Arkansas, Lori's book consists of her life story, interviews with Single Parent Scholarship recipients, a scholarly perspective on the barriers faced by low income single parents, and a description of the Arkansas Single Parent Scholarship Fund.

TO FIND OUT ABOUT OBTAINING COPIES OF THIS BOOK, PLEASE CONTACT THE ASPSF AT (479) 927-1402. ■



ASPSF MATCHING GRANT POLICY

ARKANSAS SINGLE PARENT SCHOLARSHIP FUND MATCHING GRANT POLICY

Donation checks dated ten (10) days before December 31st may be matched **either** in the year stated in the issue date of the check **or** in the following year, as follows:

- To request a match of funds in the year stated in the issue date of the check, the matching funds request and applicable documentation must be faxed or post-marked **on or before December 31st of that year.**
- To apply the funds toward the following year's match, the money **MUST be deposited on or before January 10th of the following year.** Matching funds request documentation **MUST** include both: (1) photocopy of the donation check or payable instrument, (2) copy of the deposit slip.

Funds issued for all other dates must be requested for match within the year they were issued. All requests must be postmarked by December 31st of the aforementioned issue year to be accepted, except as stated in the first paragraph.

Matching funds will only be awarded upon submission of a complete request packet. A complete request packet includes a completed matching funds request form that is signed and dated by authorized SPSF officials and acceptable documentation supporting the request. Documentation must show proof that donations were actually received by the affiliate and/or deposited into a checking account for the benefit of an affiliate scholarship fund.

Matching grant requests may be made based on total proceeds raised before expenses (gross proceeds). ASPSF does not limit matching grants to only the amount of profit received (net proceeds).

ACCEPTABLE SUPPORTING DOCUMENTATION

Acceptable documentation includes the following items:

- Photocopy of bank deposit slip showing the affiliate name and address as the account holder. Deposit slips must be filled in and dated. They must also be encoded by a bank teller machine or bank teller stamp. Deposit slips which do not indicate the bank has processed them are not acceptable forms of documentation.
- Photocopies of checks issued to the affiliate. **Checks issued to the fiscal agent must include a memo line or payee line that indicates the donation is intended to benefit the affiliate scholarship fund.**
- Photocopy of official minutes of meetings held by fiscal agency which indicate approval of a donation or transfer of money from the fiscal agency to the scholarship fund.
- Official copies of bank statements or fiscal financial statements **if accompanied by other items as stated above.** Official statements must be dated and labeled with the name of the affiliate scholarship fund.

UNACCEPTABLE SUPPORTING DOCUMENTATION

- Receipts of donations where the receipt is issued by the affiliate scholarship fund or its representatives.
- Photocopies of actual currency or coins without supporting documentation that shows the amount was deposited into the affiliate/fiscal agency checking account for the benefit of the affiliate (see above list of acceptable items).
- Written or verbal pledges from individuals, foundations or businesses.
- Flyers, newspaper articles, photographs or other marketing material indicating a fundraising event did or will take place. **NOTE:** We request these items to be included as secondary material within the matching funds request packet so we may highlight the efforts of affiliate scholarship funds in promotional publications, as well as to archive the history and success of the entire organization.
- Bank statements or fiscal financial statements that are not accompanied by adequate supporting documentation (see list of acceptable items above).
- Deposit slips or deposit receipts which do not have the appropriate information as described in the list of acceptable supporting documentation above.

Failure to provide adequate documentation with the matching funds request will delay fulfillment of the request until adequate documentation is received and/or cause the request to be denied. The original request may be denied if the matching grant application is not completed or supporting documentation is not received by the ASPSF foundation office on or before December 31st of the year for which a matching grant is being requested.

Affiliates that have not submitted previous year Annual Follow-up Reports on or before the report deadline are not eligible to receive matching grants from ASPSF until the report has been submitted. Once the report has been submitted, provided the report is submitted before December 31st of the current year, the matching funds may be released.