TOP FIVE DISTRICT SCHOLARSHIP RECIPIENT REPORT REQUIREMENTS

Role and responsibilities of the Children’s Fund district chair:
It is the Children's Fund district chair’s responsibility to ensure scholarship funds are spent according to the scholarship program guidelines; supporting documentation is maintained and available for submission; and a complete scholarship recipient report is submitted by the deadline. Scholarship recipient reports must be completed no later than October 1st.

A complete scholarship recipient report includes the following three elements:
1. A copy of the official award notification letter sent to the student and a copy of the cover letter which accompanied the scholarship payment.

2. A non-audited accounting of how scholarship funds were spent. An easy accounting format is a simple itemization of related expenses as shown in the following example. Include the scholarship recipient’s name, the name of his/her school, the amount of the scholarship award and the date and method of payment.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Recipient’s school</th>
<th>Amount paid</th>
<th>Date paid</th>
<th>Payment type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Student</td>
<td>Kyoto University</td>
<td>US$1,000</td>
<td>June 3, 2017</td>
<td>Wire transfer</td>
</tr>
<tr>
<td>Soma Student</td>
<td>Osaka University</td>
<td>US$1,000</td>
<td>May 1, 2017</td>
<td>Check</td>
</tr>
</tbody>
</table>

3. A receipt or proof of payment which supports your expense accounting. Substantiation of payment is a requirement. When receipts are available, no further proof of payment is required.
A receipt must contain the following required elements:

– Name of scholarship recipient
– Transaction date
– Detailed description of the payment’s purpose
– Amount paid
– Form of payment used

When a receipt is not available, proof of payment is required. Accepted forms of proof of payment are:

– Cleared checks
– Wire transfer confirmations
– Credit card statements

Cleared check – Images of both the front and back of the cleared check are required. Other images cannot be substituted for the actual cleared check and will not be accepted. Conceal the bank routing and account numbers printed on the bottom of the check. Review the endorsement side of the check and conceal any legible numbers.

Wire transfer – Conceal the swift code and account numbers of the receiving bank and beneficiary on the wire transfer confirmation page.

Credit card statement – Conceal cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to grant-related transactions. If you can still read information through the obliteration, make a copy of the redacted document and submit the copy.

Cancellation of scholarship award:
Failure to submit a complete scholarship recipient report with firm documentation of expenses by the deadline, or the use of scholarship funds for unapproved expenses will result in the cancellation of the scholarship award. In the event a scholarship is cancelled:

• The Children’s Fund has the right to reclaim in entirety all monies paid to the district in connection with the scholarship, and
• The district will not be eligible to receive funding through this program in the future.