TOP FIVE DISTRICT SCHOLARSHIP PROGRAM GUIDELINES

How districts request funds:
This scholarship program is by invitation only for districts determined eligible by the Kiwanis Children’s Fund. Scholarship program information is sent only to Children’s Fund district chairs to coordinate the scholarship payment process on behalf of their districts.

Role and responsibilities of the Children’s Fund district chair:
Each Children’s Fund district chair coordinates the scholarship program on behalf of his/her district and serves as the primary contact throughout the process. It is important for district chairs to work closely with other district leaders, keeping those members informed of correspondence received.

As the primary contact, the Children's Fund district chair will:

• Review all program information;
• Contact the Children’s Fund with questions;
• Work with the sitting governor and district administrator (executive director, secretary or similar staff person) to determine the scholarship selection process within the district;
• Send the check directly to the student’s school (make sure you include the Student ID # in the memo line of the check and include a letter explaining the scholarship to the school);
• Ensure recipients are notified of their scholarship awards in writing; and
• Submit a complete scholarship recipient report to the Children’s Fund by October 1, deadline.

Important dates:
This is a short-term scholarship program, and extensions are not available. The Children’s Fund district chair must ensure his/her district meets all program deadlines.

December 1 – Grant applications sent to district chairs by this date
July 1 – Deadline for district chairs to submit Top Five District Scholarship Program application
August 31 – Deadline for scholarships to be paid to students
October 1 – Deadline for district chairs to submit scholarship recipient report
Scholarship award payments:
Upon receipt of a district’s application, payments are coordinated with Children's Fund district chairs to be made directly to the awarding district. The district is then responsible to make the scholarship payment directly to the student’s school.

Scholarship funds cannot be held in any capacity for any purpose after the end of the program. Scholarship funds paid to an awarding district must be paid to the student no later than August 31, or returned to the Children’s Fund.

Scholarship recipients must be notified in writing of their scholarship award. The written notification must include the recipient’s name, scholarship award amount, and method of the scholarship payment.

It is the district chair’s responsibility to ensure scholarship funds are spent according to the scholarship application that was approved by the Children’s Fund; supporting documentation of scholarship expenses is maintained and available for submission; and a complete scholarship recipient report is sent to the Children’s Fund by the deadline.

What they support:
Districts may award scholarships to any deserving student attending an institution for post-secondary education. Scholarship awards are not restricted to those with a Kiwanis affiliation. Scholarship awards must directly reduce the cost a student is required to pay to attend.

Scholarship recipient reports:
The district chair must complete the scholarship recipient report by the deadline. Failure to submit a complete scholarship recipient report by the deadline, or expenditures which do not match the approved purpose, will result in the cancellation of the scholarship award. In the event a scholarship award is canceled, the Children’s Fund shall have the right to reclaim in entirety all monies paid to the district in connection with the scholarship program.

Resources:

- [Best practices for administering scholarships](#)
- [Sample Scholarship Application](#)
- [Sample higher education scholarship letter](#)
- [Sample scholarship payment cover letter](#)
- [Purchase a scholarship certificate](#)
- [Printable Scholarship Certificate](#)