# LULAC NATIONAL SCHOLARSHIP FUND

## PARTICIPATION GUIDELINES AND PROCEDURES
## &
## PARTNERSHIP AGREEMENT

WWW.LNESC.ORG

*The LULAC National Scholarship Fund (LNSF) is a program of the LULAC National Educational Service Centers, Inc.*

# LULAC NATIONAL SCHOLARSHIP FUND PARTICIPATION GUIDELINES AND PROCEDURES© 1/18

## I. BACKGROUND

The LULAC National Educational Service Centers, Inc. (LNESC) was established in 1973 as a separate 501(c) 3 nonprofit corporation by LULAC. LNESC's primary function is to provide educational programs for Hispanics and other youth. The LULAC National Scholarship Fund (LNSF) was established in 1975 to provide scholarships to Hispanic students attending colleges and universities. Under the LNSF program, local LULAC Councils raise scholarship monies in their communities and LNESC supplements the money raised by the councils' efforts with funds raised from corporations and individual donors. This partnership enables both parties to maximize the impact of their scholarship efforts in the Hispanic community.

## II. OPERATING PRINCIPLES

**A. Partnerships:** The LNSF program seeks to develop collaboration between the Hispanic community, the business community and students to promote excellence in education. Under the LNSF "Partnership" concept, LNESC supplements scholarship funds submitted to it by LULAC Councils which:

1. Endorse the goals and objectives of the LULAC National Scholarship Fund.
2. Demonstrate a commitment to local scholarship programs by raising funds from within their communities.
3. Provide scholarships to deserving college bound students. Funds raised for the LNSF program by LNESC will be allocated proportionately among the LULAC Councils participating in the LNSF program.

**B. Participation:** Participation in the LNSF is open to LULAC Councils in good standing as determined **exclusively** by the LULAC National Office. Any question or dispute regarding the standing of a LULAC Council will be determined by LULAC National with no input or opinion being expressed by LNESC.

**C. Qualifying Funds:**

1. Funds raised locally and deposited with LNSF within the required time (by **March 1st**) will be considered in determining the amount of supplemental funds to be allocated to the Council. All Councils submitting funds by the deadline receive the same supplementation rate.
2. Funds must be raised directly by the participating LULAC Council from local sources. Funds raised by third parties (including schools and colleges) and funds raised from national corporations and their branch offices will not be supplemented.
3. Funds raised from sources which restrict awards to a select group of students will not be supplemented. The Council's selection process must be open to any eligible Hispanic student in the Council's local community.
4. An existing council will be allowed to submit no more than $18,000 to LNSF for supplemental funding per school year. First time councils will only be allowed $6,000 per school year.
5. Forty percent (40%) of funds submitted for the LNSF may be awarded to undocumented students (provided these students attended all four years of high school in the US). For example, if LULAC Council XX submits $10,000 for the LNSF, only $4,000 will be allotted for undocumented students. These funds will not be supplemented by LNESC corporate sponsors.
6. Funds submitted for the LNSF will be assessed an 8% administrative fee.

**D. Awards:**

1. Councils will select recipients in accordance with the requirements listed in the LNSF Student Application
2. Applicants are eligible for three types of scholarship awards: National Scholastic Achievement Awards, Honors Awards, and General Award. The criteria for each are as follows:

**National Scholastic Achievement Awards** ($2,000)

Criteria for Entering Freshmen: Student must be enrolled full-time in a college or university and have a GPA of 3.5 or better on a 4.0 scale or equivalent; **AND** Student must also have scored 29 or higher on the ACT test, **or** 1350 or higher on the SAT test (sum of critical reading and mathematics scores).

Criteria for Currently Enrolled College Students: Student must be enrolled full-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled Graduate Students: Student must be enrolled at least part-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

**Honors Awards** ($500 to $2,000)

Criteria for Entering Freshmen: Student must be enrolled full-time in a college or university and have a GPA of 3.0 or better on a 4.0 scale or equivalent; **AND** Student must also have scored 23 or higher on the ACT test, **or** 1100 or higher on the SAT test (sum of critical reading and mathematics scores).

Criteria for Currently Enrolled College Students: Student must be enrolled full-time in a college or university during both scholarship disbursement periods and have a GPA of 3.0 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled Graduate Students: Student must be enrolled at least part-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

**General Awards** ($250 to $1,000)

Grades and academic performance will serve as indicators; emphasis may be placed on the individual's motivation, sincerity, and integrity, which can best be revealed through a personal interview and in the personal essay. Need, community involvement, and leadership activities will also be considered. This award is available to college or university students attending classes full-time as well as to graduate students attending classes at least part-time.

3. In determining the award level the Council must keep within the following guidelines:
   i. The amount for a National Scholastic Achievement Award (NSA) is $2,000; all other scholarships range from $250 - $2,000
   ii. Scholarship awards of $500 and under are disbursed on July 15; awards over $500 are disbursed in two equal payments on July 15 and January 15. Scholarship checks will be issued under the student's name and the LULAC Council's name.
   iii. The award cannot exceed the cost of attending the institution of admittance.

4. A student may not accept more than one LNESC-sponsored scholarship award in a given school year and must use the scholarship for non-vocational education at any accredited college or university in the United States.

5. No student will be eligible for a scholarship if he/she is a member of the immediate family of a scholarship committee member, the Council President, or an individual contributor to the local funds of the Council.

## III. OPERATING PROCEDURES

**A.** A LULAC Council wishing to participate in the scholarship fund must submit a completed "Partnership Agreement" form (Part A & B) within the required time (**March 1st**). A check made out to LNESC, Inc. for the total amount of local funds that the participating LULAC Council would like to have considered for supplementation must accompany the application.

**B.** The LNESC Scholarship Committee will review each LULAC Council application for compliance with the objectives of the program and to determine eligibility. The LNESC Scholarship Committee will notify the participating LULAC Council of the specific amount of the supplementation by **April 1**. The Council should set the number and amount of its scholarship awards to equal the council funds plus the national supplemental amount. If a Council wishes to round up the last scholarship to match the amount of the others, it must submit the additional funds needed before the scholarships are disbursed. This additional amount will not receive supplemental funding.

**C.** Participating LULAC Councils will submit the "Council Recipient Report" (Part C & D) and a completed and signed LNSF application, student essay, and verification of enrollment or admittance (i.e. letter of acceptance, letter from the registrar, or a transcript) for each recipient by **May 1**. For recipients of the Honors or NSA awards, the council must submit a high school or college transcript with the GPA indicated and, for entering freshman, an ACT or SAT score report. The scholarship chair should enter the Council's number, award amount and award type, and check off the items submitted on each recipient's application form. Councils should make copies of all application materials before sending them to LNESC. All applications are subject to review by the LNESC Scholarship Committee. Applications will be rejected if it is determined that the selection was the result of preferential treatment at the local level.

**D.** LULAC Councils will receive the first scholarship disbursements and certificates by **July 15**, and the second scholarship disbursements by **January 15**. LULAC Councils are responsible for ensuring that students are enrolled in college before awarding them their second disbursements.

**E.** All un-awarded scholarship checks must be returned to the LNESC National Office. LNESC will return the Council's portion of un-awarded scholarship monies to the Council.

**F.** LULAC Councils wishing to request a stop payment of a student award check will be responsible for the stop payment fee charged by the bank. Each stop payment request will incur the current fee of $34. A check or money-order made payable to LNESC, Inc. will be required prior to the new student check being reissued.

**G.** Participating LULAC Councils are responsible for publicizing the scholarship program to students in their communities, distributing and collecting scholarship applications, reviewing and interviewing scholarship applicants, selecting scholarship recipients, distributing awards, and notifying all applicants who were not selected for an award of their status. **LNESC is neither responsible nor liable for scholarship commitments made by LULAC Councils.**

## IV. ENFORCEMENT

If a participating LULAC Council is found to have acted contrary to any of the operating principles, the Council will forfeit all national funds and may be suspended from future participation in LNSF for a period of no less than two years.

## V. DATE SCHEDULE & DEADLINES

| | |
|---|---|
| **March 1** | Deadline for accepting completed Partnership Agreements and funds from LULAC Councils |
| **March 31** | Application Deadline |
| **April 1** | Participating LULAC Councils are notified of national supplementation fund |
| **May 1** | All completed recipient applications with verification of enrollment or proof of acceptance due |
| **June 15** | Applicants notified of scholarship award by local LULAC Council |
| **July 15** | First scholarship disbursement to be received by participating LULAC Councils |
| **January 15** | Second scholarship disbursement to be received by participating LULAC Councils |

# LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

**Attach Part A & B with your Council's check and mail by March 1st.**
**Make Check Payable to LNESC, Inc.**
**Mail to: LNESC, 1133 19th Street NW, Suite 1000, Washington DC 20036**

## PART A: COUNCIL INFORMATION

Council #_____ Date_____

Total Submitted for Allocation of National Funds $_____ Total Submitted for 8% Administrative Fee $_____

Council's Permanent Address or P.O. Box _____

City_____State _____ Zip Code _____

**If you would like to have LNSF correspondence and checks mailed to a different address from that above, please list below. Otherwise, please indicate "same as above."**

Name_____ Title _____

Address _____

City _____ State _____ Zip Code_____

List the names, terms, phone numbers, and emails of the Council's President and Scholarship Chairperson below

**Council President** _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____)_____

**Scholarship Chair** _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

List the Members of the Council's Scholarship Committee (Must be composed of at least three Council members):
LNESC National Office should be notified immediately of any changes to the information listed.

Member_____ Member _____

Member_____ Member _____

Member_____ Member _____

**Respond to the following statements:**

1. My Council is in good standing as certified by the LULAC National Office. (T/F) _____
2. None of the funds submitted for supplementation were raised by third parties, including schools and colleges. (T/F) _____
3. None of the funds submitted for supplementation were raised from national corporations or their branch offices. (T/F) _____
4. None of the funds submitted for supplementation were raised from sources which restrict awards to a select group of students. (T/F) _____
5. My Council's selection process is open to any eligible Hispanic student residing in our local community. (T/F) _____
6. My Council places no additional requirements on scholarship applicants. (T/F) _____
   Alternatively, my Council places the following additional requirements on scholarship applicants **(information will be posted on LNESC website)**: ____
   _____
7. My Council members and officers understand and agree that LNESC is neither responsible nor liable for disputes regarding the standing of LULAC Councils or their members, that such matters are exclusively the Council's, its members and LULAC National. It is further understood and agreed that LNESC will not supplement funds to any Council which is not recognized as being in good standing by LULAC National and that my Council has no recourse against LNESC for internal disputes which would disqualify the Council from participation in LNSF programs. (T/F) _____

**COMPLETE THE NEXT PAGE OF THIS REPORT BEFORE SUBMITTING TO LNESC** © 1/18

# LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

## PART B: FUND RAISING REPORT

**I.** List local activities and the amounts raised by each activity; e.g., bake sale, dance, banquet, raffle, etc. (If additional space is needed, list on separate page)

| Activity | Amount | Activity | Amount |
|---|---|---|---|
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |

**II.** List the name and the amount donated to the Council by local businesses, organizations, foundations, institutions, etc. (List additional names on separate page)

| Entity | Amount | Entity | Amount |
|---|---|---|---|
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |

**III.** List the name and the amount donated by individuals. (List additional names on separate page)

| Name | Amount | Name | Amount |
|---|---|---|---|
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |

**IV.** List the nature of any other fund raising source not listed above and the amount contributed. (If additional space is needed, list on separate page)

| Source | Amount | Source | Amount |
|---|---|---|---|
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |
| _____ | $ _____ | _____ | $ _____ |

**I, the undersigned, declare under penalty of perjury that each of the foregoing statements and declarations are within my personal knowledge and that each is true and correct. I further attest that I am a member in good standing in my LULAC Council and that I am duly authorized to make the foregoing statements and representations on behalf of myself and my Council's members If accepted, my Council agrees to follow all the rules, guidelines, and procedures of the LULAC National Scholarship Fund. In addition, we agree to accept the terms of enforcement under Section IV of the LNSF Guidelines and Procedures should our Council act contrary to LNSF's Operating Principles.**

| Scholarship Chairperson signature | Council President signature | Council Secretary signature |
|---|---|---|
| Date | Date | Date |

© 1/18

# LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

**Parts C&D of this agreement must be received by May 1st**
**Mail to: LNESC, 1133 19th Street, NW, Suite 1000, Washington DC 20036**

Attach this form with completed and signed LNSF applications, including signed student essays, and verification of enrollment or admittance as required under the Participation Guidelines and Procedures (Section D. Awards)

## PART C: COUNCIL RECIPIENT REPORT

Council # _____ Date _____

List the name, title, and address to which LNSF correspondence and checks should be sent below:

Name_____ Title_____

Address_____

City _____ State _____ Zip Code_____

List names, terms, phone numbers, and email of the Council's President and Scholarship Chairperson below:

**Council President** _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

**Scholarship Chair** _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____)_____

Please answer the following questions.

1. Approximate number of student applications distributed by the Council: _____
2. Places where the applications were distributed (please circle):
   High Schools Colleges Community Centers Posted on Council Website Other: _____
3. Total number of student applications received (Required): _____
4. Number of recipients who are receiving an LNSF Award for the 2nd year in a row (or more): _____
5. Number of recipients who are related to a member of your council: _____
6. List any additional information the Council required from the students: _____
7. Did the Council request a personal interview with the applicants: ☐ YES ☐ NO
8. What were the most significant problems in conducting your scholarship program? _____
9. What suggestions do you have for improving the scholarship program? _____

Scholarship Chairperson Signature Date

**COMPLETE THE NEXT PAGE OF THIS REPORT BEFORE SUBMITTING TO LNESC** © 1/18

# LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

**Parts C & D of this agreement must be received by May 1st**
**Mail to: LNESC, 1133 19th Street NW, Suite 1000, Washington DC 20036**
All recipients MUST fully complete application and sign disclaimer on the essay page.
All applications MUST include verification of full time college enrollment and supporting documents as listed under the LNSF Participation Guidelines and Procedures.

## PART D: COUNCIL SELECTION REPORT

**(List recipients below in alphabetical order according to last name and provide information requested under each column)**

| | RECIPIENT'S NAME | COLLEGE / UNIVERSITY | AWARD AMOUNT $ | AWARD TYPE (NSA/Honors/Gen) |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |

*(Use additional sheet if necessary)*

Total # Recipients Awarded _____ Total Dollars Awarded _____

Total # of NSA Awards Given _____ Total # of Honors Awards Given _____ Total # of General Awards Given _____

© 1/18

# LULAC NATIONAL SCHOLARSHIP FUND

## IMPORTANT DATES TO REMEMBER

| | | |
|---|---|---|
| ☐ | **March 1** | Partnership Agreements and local funds due to LNESC (Part A & B)<br>Check #_____ Amount Sent _____<br>Date Mailed: _____ |
| ☐ | **April 1** | LNESC, Inc. notifies participating LULAC Councils of national supplement |
| ☐ | **May 1** | Council Recipient Report (Part C & D) due to the LNESC National Office, with completed recipients' scholarship applications and verification of college acceptance or enrollment<br>Date Mailed: _____ |
| ☐ | **June 15** | Applicants notified of scholarship award by local LULAC Council |
| ☐ | **July 15** | First scholarship disbursement to be received by participating LULAC Councils |
| ☐ | **January 15** | Second scholarship disbursement to be received by participating LULAC Councils |

It is the responsibility of the participating LULAC Council to ensure that all materials are received by the LNESC National Office by the specified deadlines listed on partnership agreement (Date Schedule & Deadlines; Section V).

**MAIL CHECK, FORMS AND ANY CORRESPONDENCE TO:**

LNESC, INC.
SCHOLARSHIP ADMINISTRATION OFFICE
1133 19th STREET, NW, SUITE 1000
WASHINGTON, DC 20036

**If you have any questions or concerns, please contact LNESC at:**

(202) 835-9646 office
(202) 835-9685 fax
www.LNESC.org

© 1/18

# LULAC NATIONAL SCHOLARSHIP FUND
## APPLICATION CHECKLIST

Prior to submitting the original copies of the LNSF applications for all recipients to the LNESC National Office, please be sure of the following:

1. Applications are in alphabetical order according to last name and match Part D: Council Selection Report.
2. Applications must be complete and signed by the applicant, especially email address, date of birth, and social security number (if applicable)
3. Applications must include all required supporting documentation, such as high school or college transcript, admittance verification, and a copy of ACT/SAT score report (for Honors and NSA awards). Please see information below to ensure students are awarded accordingly and provide proper documentation:

**General Award $250-$1,000**

***Entering Freshmen***

- No GPA or SAT/ACT requirement
- High School Transcript
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

***Undergraduate & Graduate Students***

- No GPA or SAT/ACT requirement
- College Transcript
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (Spring 2018). Must verify enrollment on transcript*:*
  - Undergraduate students (12 credit hours)
  - Graduate students (6+ credit hours)

**Honors Award $500 -$2,000**

***Entering Freshmen***

- High School Transcript (Must have an unweighted GPA of 3.0 or higher).
  - Copy of ACT/SAT Score Report (23 or higher on ACT, or 1100 or higher on SAT – sum of critical reading and mathematics scores)
  - *Scores may also be included on HS transcript.*
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

***Undergraduate & Graduate Students***

- College Transcript (Must have a 3.0 GPA or higher)
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (Spring 2018). Must verify enrollment on transcript*:*
  - Undergraduate students (12 credit hours)
  - Graduate students (6+ credit hours)

**National Scholastic Achievement Award $2,000**

***Entering Freshmen***

- High School Transcript (Must have an unweighted GPA of 3.5 or higher)
- Copy of ACT/SAT Score Report (29 or higher on ACT, or 1350 or higher on SAT – sum of critical reading and mathematics scores).
  - *Scores may also be included on HS transcript.*
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

***Undergraduate & Graduate Students***

- College Transcript (Must have a 3.5 GPA or higher)
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (Spring 2018). Must verify enrollment on transcript*:*
  - Undergraduate students (12 credit hours)
  - Graduate students (6+ credit hours)