



## Project STARS Scholarship Assignment Checklist

To assign a student to a STARS scholarship, a STARS Donor must provide the following information for each student:

1. Account Number
2. Name
3. Date of Birth
4. Social Security Number
5. Contact Information
  - Includes phone number, home address and email address.
6. Proof of Florida Residency (please send one of the following):
  - Florida Driver's License for the student - issued at least one year prior to assignment.
  - Transcript or Report card for the student including the 11th grade.
  - Florida driver's license, for parent or guardian, issued at least one year prior to assignment.
  - Florida voter's registration card, for the parent/guardian, issued at least one year prior to assignment.
  - Parent's Military Orders - issued one year prior to assignment.
  - Florida homestead exemption certificate - issued one year prior to assignment.

If the student is not U.S. citizen, the student must be a resident alien or the child of a resident alien-proof must be provided.

7. Cover letter stating whether the ID Card should be mailed to the STARS donor or directly to the student's address provided upon assignment. If no indication, the Prepaid Foundation will mail ID Cards to the donor's address.

The additional items listed below are not required for student assignment but should be kept on file as you may be audited periodically.

### [1. Annual Student Information Form](#)

2. Documentation showing student met economically disadvantaged criteria: (please collect one of the following)

- District Transcript/screen print showing student qualified for free or reduced lunch based on the individual student
- Filed Tax Return listing student as dependent
- SNAP eligibility based on income, student must be listed
- Medicaid eligibility based on income, student must be listed

*NOTE: Parent AND STARS Donor representative signature will be accepted as documentation if contract/letter expressly states and STARS Donor representative verifies status.*

3. Student application or evaluation form used to accept student into program. Donor should be able to show multiple at-risk factors for each student. Student may be at-risk of dropping out of school due to poor attendance, poor academic performance or other factors/circumstances that might make it difficult for the individual to graduate and pursue a postsecondary education.

4. Student contract/agreement, signed when student was in the 11th grade or younger, showing that student agrees to the following:

- Remain drug free
- Remain crime free

- Complete an annual survey
- Meet regularly with a mentor

5. Student mentor name and meeting logs. Meeting logs should be maintained in real time as mentoring occurs. STARS Donor Organization bears responsibility for ensuring that mentoring has been properly documented.

\*It is mandatory that donors, at the time of acceptance into the STARS program, review the Annual Student Information Form with designated beneficiaries. During the time that the scholarship is in an active status, the donor must keep an up to date form on file for periodic auditing. After the first year of assignment STARS students are required annually to complete an online Annual Student Information Form survey. Failure to comply may result in non-payment of their fall invoice, their scholarship being revoked, or denial of college graduation.