Scholarship Assignment Checklist

To assign a student to a scholarship, the 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 and 12th 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 a U.S. citizen, the student must be a resident alien or the child of a resident alien. Proof of the child's status must be provided.
7. Cover letter stating whether the ID Card should be mailed to the 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.
8. Selected Path to Prosperity Scholarship Program Zip Code as applicable

The additional items listed below are required for Project STARS scholarships which also includes the Path to Prosperity Scholarship program

These items are not required to be submitted at the time of student assignment but should be kept on file as you may be audited periodically. These materials, if requested, must be provided to ensure timely payment of scholarship benefit.

1. Annual Student Information Form Please refer to the Donor/Helpful Links section of the website

2. Demonstration of eligibility under the economically disadvantaged criteria. Please collect one of the following with the student's name listed.
   a. Documentation that the student (or family) receives benefits from one of the following programs, **based on income**:

      - Free and Reduced lunch
      - SNAP, the student must be listed
      - TANF, the student must be listed
      - Medicaid, the student must be listed
      - HUD – must not exceed the "Very Low Income" HUD Eligibility threshold
   b. Filed IRS 1040 Tax Return, which lists the student as a dependent and demonstrates eligibility to participate in one of the above-mentioned programs.
   c. Proof that the student is in Foster Care.

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.

4. Student contract/agreement, signed when student was in the 11th and 12th grade or younger, showing that student agrees to the following:

- Remain drug free
- Remain crime free
- Complete an annual survey
- Where applicable: Meet regularly with a mentor

5. Where mentoring applies: 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.