



Scholarship Assignment Checklist

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

1. Annual Student Information Form [Please refer to the Donor/Helpful Links section of the website](#)
2. Proof of Florida Residency – **issued at least one year ago** (please send one of the following):
 - Florida driver's license or voter's card for the student or the parent/guardian.
 - Transcript or Report card for the student including the 11th and 12th grade.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.

The additional items listed below are required for all Project STARS Scholarship programs
(Path to Prosperity Scholarship Program Zip Codes should be provided where applicable)

These items should be collected at the time of selection. They 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. 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 (1040 Tax Return must be included, student must be listed)
 - 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.
2. Student application or evaluation form used to accept student into program. Partner should be able to show multiple at-risk factors for each student.
3. Student contract/agreement, signed before completion of the 12th grade and under the age of 21, showing that student agrees to the following:
 - Remain drug free
 - Remain crime free
 - Complete an annual survey
 - Where applicable: Meet regularly with a mentor
4. 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.