



THE EDUCATIONAL FOUNDATION  
*of The Georgia Society of CPAs*

**Matching Funds Procedures and Guidelines  
for Designating The Educational Foundation  
to Act as The Selection Committee**

In the event that a chapter chooses to provide scholarships to accounting students who meet the Foundation's requirements as awarded by the Foundation's Scholarship and Awards Committee, the following procedures will need to be followed:

1. The chapter president or other officer requests matching funds by completing the "Request for Matching Scholarship/Support Funding" form. The chapter needs to specify that it wishes to provide scholarships to accounting students who meet the Foundation's requirements as awarded by the Foundation's Scholarship and Awards Committee. This form, along with a check for the chapter's portion of the request, should be sent to:

The Educational Foundation Staff Liaison  
The Georgia Society of Certified Public Accountants  
6 Concourse Parkway, Suite 800,  
Atlanta, GA 30328

2. Within forty-five (45) days from the submission deadline, the Foundation staff liaison will contact the designated chapter officer to discuss the recipient selection process.
3. One scholarship will be given for the full amount provided by the combined funds from this program. The scholarship will be given out in the name of The XXX Chapter of The Georgia Society of CPAs.
4. Chapters participating in this program will have the ability to make stipulations with regard to scholarship recipients, as follows:
  - a. A chapter may specify one or more schools as institutions where the selected recipient will attend, OR a chapter may specify that the recipient be currently residing or have a permanent home address in the geographical area supported by the chapter.
  - b. In the absence of a candidate who meets the chapter's eligibility stipulations, the Scholarship and Awards Committee will award the scholarship to an otherwise qualified student unless the chapter requests that no scholarship be awarded under these circumstances. In the latter case, the funds originating from the chapter will be returned, and the Matching Funds will stay with the Foundation.
5. Upon selection, the Chapter will be notified of the recipient's name, school, and one or more email addresses with which they can reach out to the recipient. Recipients will be encouraged to reach out to the chapter to say thank you for the scholarship.
6. There will be no need for the chapter to complete any closing documentation.

If you have questions, please contact Callie Hammond, manager, pipeline initiatives at [chammond@gscpa.org](mailto:chammond@gscpa.org) or 404-504-2953.