

## CHAPTER PROCEDURES FOR PROVIDING SCHOLARSHIPS

### Educational Foundation of The Georgia Society of CPAs

The sponsoring chapter is expected to be actively involved in the award process. Your chapter may want to appoint one or two chapter members to serve as chapter scholarship liaisons to organize the chapter's scholarship efforts. Suggested activities for the chapter officers and/or scholarship liaisons are:

1. The chapter president or other officer requests matching funds by completing the "Request for Matching Scholarship/Support Funding" form. This form, along with a check for the chapter's portion of the request, should be sent to:

Education Foundation Staff Liaison  
Georgia Society of Certified Public Accountants  
3353 Peachtree Road NE  
Suite 400  
Atlanta, GA 30326

2. Within forty-five (45) days from the submission deadline the chapter will receive, from the Educational Foundation, a check in the amount of the chapter's contribution plus the appropriate matching amount.
3. Chapters should then begin to recruit scholarship applicants. Chapters are asked to localize your scholarship efforts by:
  - Distributing scholarship information to local colleges and universities,
  - Issuing scholarship applications to chapter's student members, or
  - Contacting local colleges and universities regarding funding for their respective accounting departments

*Information regarding local colleges and universities as well as student members in your area can be obtained from Nealy Wheat at [nwheat@gscpa.org](mailto:nwheat@gscpa.org) or 404-504-2942.*
4. After careful consideration of scholarship applicants, the chapter president and/or appointed committee member should present the recommendation to the chapter. Once the chapter approves the scholarship and/or support program, specific approval should be given to amounts and criteria for scholarships and to amount and purposes for institutional support.
5. **Chapter members, local news media, and the Educational Foundation staff liaison should be notified of the meeting at which scholarship and support presentations will be made.**

PLEASE NOTE: When you write your checks to your scholarship recipients, **be sure to make them payable jointly to the receiving students and their schools.** Such awards are for future education and not for reimbursement for past expenses. Therefore, if students approved for a scholarship change their plans between the award date and the effective date of the award, it would be appropriate to rescind the scholarship and make it available to other applicants. When awarding the scholarship or support payments at your chapter meetings or other events, please be sure that the Foundation receives appropriate recognition for its participation in the awards and payments.

If you have questions regarding these procedures for obtaining and distributing scholarship and support funds, please contact Nealy Wheat at the GSCPA offices in Atlanta (800-330-8889 ext. 2942) or Timothy Mason, chair of the Scholarship and Support Committee of the Educational Foundation.