
LULAC NATIONAL SCHOLARSHIP FUND

PARTICIPATION GUIDELINES AND PROCEDURES & PARTNERSHIP AGREEMENT



WWW.LNEESC.ORG

The LULAC National Scholarship Fund (LNSF) is a program of the LULAC National Educational Service Centers, Inc.(LNEESC)

LULAC NATIONAL SCHOLARSHIP FUND PARTICIPATION GUIDELINES AND PROCEDURES^{© 1/23}

I. BACKGROUND

The LULAC National Educational Service Centers, Inc. (LNESEC) was established in 1973 as a separate 501(c) 3 nonprofit corporation by LULAC. LNESEC's primary function is to provide educational programs for Hispanics and other youth. The LULAC National Scholarship Fund (LNSF) was established in 1975 to provide scholarships to Hispanic students attending colleges and universities. Under the LNSF program, local LULAC Councils raise scholarship monies in their communities and LNESEC supplements the money raised by the councils' efforts with funds raised from corporations and individual donors. This partnership enables both parties to maximize the impact of their scholarship efforts in the Hispanic community.

II. OPERATING PRINCIPLES

A. Partnerships: The LNSF program seeks to develop collaboration between the Hispanic community, the business community and students to promote excellence in education. Under the LNSF "Partnership" concept, LNESEC supplements scholarship funds submitted to it by LULAC Councils which:

1. Endorse the goals and objectives of the LULAC National Scholarship Fund.
2. Demonstrate a commitment to local scholarship programs by raising funds from within their communities.
3. Provide scholarships to deserving college bound students. Funds raised for the LNSF program by LNESEC will be allocated proportionately among the LULAC Councils participating in the LNSF program.

B. Participation: Participation in the LNSF is open to LULAC Councils in good standing as determined **exclusively** by the LULAC National Office. Any question or dispute regarding the standing of a LULAC Council will be determined by LULAC National with no input or opinion being expressed by LNESEC.

C. Qualifying Funds:

1. Funds raised locally and deposited with LNSF within the required time (by **March 1st**) will be considered in determining the amount of supplemental funds to be allocated to the Council. All Councils submitting funds by the deadline receive the same supplementation rate.
2. Funds must be raised directly by the participating LULAC Council from local sources. Funds raised by third parties (including schools and colleges) and funds raised from national corporations and their branch offices will not be supplemented.
3. Funds raised from sources which restrict awards to a select group of students will not be supplemented. The Council's selection process must be open to any eligible student in the Council's local community.
4. An existing council will be allowed to submit no more than \$18,000 to LNSF for supplemental funding per school year. First time councils will only be allowed \$6,000 per school year.
5. Forty percent (40%) of funds submitted for the LNSF may be awarded to undocumented students (provided these students attended all four years of high school in the US). For example, if a LULAC Council submits \$10,000 for the LNSF, only \$4,000 will be allotted for undocumented students. These funds will not be supplemented by LNESEC corporate sponsors.
6. Funds submitted for the LNSF will be assessed an 8% administrative fee.

D. Awards:

1. Councils will select recipients in accordance with the requirements listed in the LNSF Student Application
2. Applicants are eligible for three types of scholarship awards: National Scholastic Achievement Awards, Honors Awards, and General Award. The criteria for each are as follows:

National Scholastic Achievement Awards (\$2,000)

Criteria for Entering Freshmen: Student must be enrolled full-time in a college or university and have a GPA of 3.5 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled College Students: Student must be enrolled full-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled Graduate Students: Student must be enrolled at least part-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

Honors Awards (\$500 to \$2,000)

Criteria for Entering Freshmen: Student must be enrolled full-time in a college or university and have a GPA of 3.0 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled College Students: Student must be enrolled full-time in a college or university during both scholarship disbursement periods and have a GPA of 3.0 or better on a 4.0 scale or equivalent.

Criteria for Currently Enrolled Graduate Students: Student must be enrolled at least part-time in a college or university during both scholarship disbursement periods **and** have a GPA of 3.5 or better on a 4.0 scale or equivalent.

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General Awards (\$250 to \$1,000)

Grades and academic performance will serve as indicators; emphasis may be placed on the individual's motivation, sincerity, and integrity, which can best be revealed through a personal interview and in the personal essay. Need, community involvement, and leadership activities will also be considered. This award is available to college or university students attending classes full-time as well as to graduate students attending classes at least part-time.

3. In determining the award level the Council must keep within the following guidelines:
 - i. The amount for a National Scholastic Achievement Award (NSA) is \$2,000; all other scholarships range from \$250 - \$2,000
 - ii. Scholarship awards of \$500 and under are disbursed on July 15; awards over \$500 are disbursed in two equal payments on July 15 and January 15. Scholarship checks will be issued under the student's name and the LULAC Council's name.
 - iii. The award cannot exceed the cost of attending the institution of admittance.
4. A student may not accept more than one LNEESC-sponsored scholarship award in a given school year and must use the scholarship for non-vocational education at any accredited college or university in the United States.
5. No student will be eligible for a scholarship if he/she is a member of the immediate family of a scholarship committee member, the Council President, or an individual contributor to the local funds of the Council.

III. OPERATING PROCEDURES

- A. A LULAC Council wishing to participate in the scholarship fund must submit a completed "Partnership Agreement" form (Part A & B) within the required time (**March 1st**). A check made out to LNEESC, Inc. for the total amount of local funds that the participating LULAC Council would like to have considered for supplementation must accompany the application.
- B. The LNEESC Scholarship Committee will review each LULAC Council application for compliance with the objectives of the program and to determine eligibility. The LNEESC Scholarship Committee will notify the participating LULAC Council of the specific amount of the supplementation by **April 1**. The Council should set the number and amount of its scholarship awards to equal the council funds plus the national supplemental amount. If a Council wishes to round up the last scholarship to match the amount of the others, it must submit the additional funds needed before the scholarships are disbursed. This additional amount will not receive supplemental funding.
- C. Participating LULAC Councils will submit the "Council Recipient Report" (Part C & D) and a completed and signed LNSF application, student essay, and verification of enrollment or admittance (i.e. letter of acceptance, letter from the registrar, or a transcript) for each recipient by **May 1**. For recipients of the Honors or NSA awards, the council must submit a high school or college transcript with the GPA indicated and, for entering freshman, an ACT or SAT score report. The scholarship chair should enter the Council's number, award amount and award type, and check off the items submitted on each recipient's application form. Councils should make copies of all application materials before sending them to LNEESC. All applications are subject to review by the LNEESC Scholarship Committee. Applications will be rejected if it is determined that the selection was the result of preferential treatment at the local level.
- D. LULAC Councils will receive the first scholarship disbursements and certificates by **July 15**, and the second scholarship disbursements by **January 15**. LULAC Councils are responsible for ensuring that students are enrolled in college before awarding them their second disbursements.
- E. All un-awarded scholarship checks must be returned to the LNEESC National Office. LNEESC will return the Council's portion of un-awarded scholarship monies to the Council.
- F. LULAC Councils wishing to request a stop payment of a student award check will be responsible for the stop payment fee charged by the bank. Each stop payment request will incur the current fee of \$34. A check or money-order made payable to LNEESC, Inc. will be required prior to the new student check being reissued.
- G. Participating LULAC Councils are responsible for publicizing the scholarship program to students in their communities, distributing and collecting scholarship applications, reviewing and interviewing scholarship applicants, selecting scholarship recipients, distributing awards, and notifying all applicants who were not selected for an award of their status. **LNEESC is neither responsible nor liable for scholarship commitments made by LULAC Councils.**

IV. ENFORCEMENT

If a participating LULAC Council is found to have acted contrary to any of the operating principles, the Council will forfeit all national funds and may be suspended from future participation in LNSF for a period of no less than two years.

V. DATE SCHEDULE & DEADLINES

March 1	Deadline for accepting completed Partnership Agreements and funds from LULAC Councils
March 31	Application Deadline
April 1	Participating LULAC Councils are notified of national supplementation fund
May 1	All completed recipient applications with verification of enrollment or proof of acceptance due
June 15	Applicants notified of scholarship award by local LULAC Council
July 15	First scholarship disbursement to be received by participating LULAC Councils
January 15	Second scholarship disbursement to be received by participating LULAC Councils

LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

Attach Part A & B with your Council's check and mail by **March 1st**.

Make Check Payable to LNEESC, Inc.

Mail to: LNEESC, 1776 Eye Street NW, Suite 400, Washington, DC 20006 AND send copy to Scholarships@LNEESC.org

PART A: COUNCIL INFORMATION

Council # _____ Date _____

Total Submitted for Allocation of National Funds \$ _____ Total Submitted for 8% Administrative Fee \$ _____

Council's Permanent Address or P.O. Box _____

City _____ State _____ Zip Code _____

If you would like to have LNSF correspondence and checks mailed to a different address from that above, please list below. Otherwise, please indicate "same as above."

Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

List the names, terms, phone numbers, and emails of the Council's President and Scholarship Chairperson below

Council President _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

Scholarship Chair _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

List the Members of the Council's Scholarship Committee (Must be composed of at least three Council members):
LNEESC National Office should be notified immediately of any changes to the information listed.

Member _____ Member _____

Member _____ Member _____

Member _____ Member _____

Respond to the following statements:

1. My Council is in good standing as certified by the LULAC National Office. (T/F) _____

2. None of the funds submitted for supplementation were raised by third parties, including schools and colleges. (T/F) _____

3. None of the funds submitted for supplementation were raised from national corporations or their branch offices. (T/F) _____

4. None of the funds submitted for supplementation were raised from sources which restrict awards to a select group of students. (T/F) _____

5. My Council's selection process is open to any eligible Hispanic student residing in our local community. (T/F) _____

6. My Council places no additional requirements on scholarship applicants. (T/F) _____

Alternatively, my Council places the following additional requirements on scholarship applicants (**information will be posted on LNEESC website**): _____

7. My Council members and officers understand and agree that LNEESC is neither responsible nor liable for disputes regarding the standing of LULAC Councils or their members, that such matters are exclusively the Council's, its members and LULAC National. It is further understood and agreed that LNEESC will not supplement funds to any Council which is not recognized as being in good standing by LULAC National and that my Council has no recourse against LNEESC for internal disputes which would disqualify the Council from participation in LNSF programs. (T/F) _____

LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

PART B: FUND RAISING REPORT

I. List local activities and the amounts raised by each activity; e.g., bake sale, dance, banquet, raffle, etc. (If additional space is needed, list on separate page)

Activity	Amount	Activity	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

II. List the name and the amount donated to the Council by local businesses, organizations, foundations, institutions, etc. (List additional names on separate page)

Entity	Amount	Entity	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

III. List the name and the amount donated by individuals. (List additional names on separate page)

Name	Amount	Name	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

IV. List the nature of any other fund raising source not listed above and the amount contributed. (If additional space is needed, list on separate page)

Source	Amount	Source	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

I, the undersigned, declare under penalty of perjury that each of the foregoing statements and declarations are within my personal knowledge and that each is true and correct. I further attest that I am a member in good standing in my LULAC Council and that I am duly authorized to make the foregoing statements and representations on behalf of myself and my Council's members. If accepted, my Council agrees to follow all the rules, guidelines, and procedures of the LULAC National Scholarship Fund. In addition, we agree to accept the terms of enforcement under Section IV of the LNSF Guidelines and Procedures should our Council act contrary to LNSF's Operating Principles.

Scholarship Chairperson signature

Council President signature

Council Secretary signature

Date

Date

Date

LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

Parts C&D of this agreement must be received by May 1st
Email to: Scholarships@LNEsc.org

Attach this form with completed and signed LNSF applications, including signed student essays, and verification of enrollment or admittance as required under the Participation Guidelines and Procedures (Section D. Awards)

PART C: COUNCIL RECIPIENT REPORT

Council # _____ Date _____

List the name, title, and address to which LNSF correspondence and checks should be sent below:

Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

List names, terms, phone numbers, and email of the Council's President and Scholarship Chairperson below:

Council President _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

Scholarship Chair _____ Term Expires _____ Email (Required) _____

Phone: [W] (____) _____ [H] (____) _____ [C] (____) _____ [F] (____) _____

Please answer the following questions.

1. Total number of student applications received (**Required**): _____
2. Places where the applications were distributed (please check):
 High Schools Colleges Community Centers Posted on Council Website Other: _____
3. Number of recipients who are receiving a LNSF Award for the 2nd year in a row (or more): _____
4. Number of recipients who are related to a member of your council: _____
5. List any additional information the Council required from the students: _____
6. Did the Council request a personal interview with the applicants: YES NO
7. What were the most significant problems in conducting your scholarship program? _____
8. What suggestions do you have for improving the scholarship program? _____

Scholarship Chairperson Signature

Date

LULAC NATIONAL SCHOLARSHIP FUND PARTNERSHIP AGREEMENT

Parts C & D of this agreement must be received by May 1st

Email to: Scholarships@LNEESC.org

All recipients MUST fully complete application and sign disclaimer on the essay page.
All applications MUST include verification of full time college enrollment and supporting documents as listed under the LNSF Participation Guidelines and Procedures.

PART D: COUNCIL SELECTION REPORT

(List recipients below in alphabetical order according to last name and provide information requested under each column)

RECIPIENT'S NAME	COLLEGE / UNIVERSITY	AWARD AMOUNT \$	AWARD TYPE (NSA/Honors/Gen)
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
13 _____	_____	_____	_____
14 _____	_____	_____	_____
15 _____	_____	_____	_____
16 _____	_____	_____	_____
17 _____	_____	_____	_____
18 _____	_____	_____	_____
19 _____	_____	_____	_____
20 _____	_____	_____	_____
21 _____	_____	_____	_____
22 _____	_____	_____	_____
23 _____	_____	_____	_____
24 _____	_____	_____	_____
25 _____	_____	_____	_____

(Use additional sheet if necessary)

Total # Recipients Awarded _____

Total Dollars Awarded _____

Total # of NSA Awards Given _____ Total # of Honors Awards Given _____ Total # of General Awards Given _____

LULAC NATIONAL SCHOLARSHIP FUND

IMPORTANT DATES TO REMEMBER

- March 1** Partnership Agreements and local funds due to LNEESC (Part A & B)
Check # _____ Amount Sent _____
Date Mailed: _____
- April 1** LNEESC, Inc. notifies participating LULAC Councils of national supplement
- May 1** Council Recipient Report (Part C & D) due to the LNEESC National Office, with completed recipients' scholarship applications and verification of college acceptance or enrollment
Date Mailed: _____
- June 15** Applicants notified of scholarship award by local LULAC Council
- July 15** First scholarship disbursement to be received by participating LULAC Councils
- January 15** Second scholarship disbursement to be received by participating LULAC Councils

It is the responsibility of the participating LULAC Council to ensure that all materials are received by the LNEESC National Office by the specified deadlines listed on partnership agreement (Date Schedule & Deadlines; Section V).

MAIL CHECK, FORMS AND ANY CORRESPONDENCE TO AND PROVIDE COPIES VIA EMAIL TO SCHOLARSHIPS@LNEESC.ORG:

LNEESC, INC.
SCHOLARSHIP ADMINISTRATION OFFICE
1776 EYE STREET NW, SUITE 400
WASHINGTON, DC 20006

If you have any questions or concerns, please contact LNEESC at:

(202) 835-9646 office
(202) 835-9685 fax
www.LNEESC.org

LULAC NATIONAL SCHOLARSHIP FUND APPLICATION CHECKLIST

Prior to submitting the original copies of the LNSF applications for all recipients to the LNSC National Office, please be sure of the following:

1. Applications are in alphabetical order according to last name and match Part D: Council Selection Report.
2. Applications must be complete and signed by the applicant, especially email address, date of birth, and the last four digits of social security number (if applicable).
3. Applications must include all required supporting documentation, such as high school or college transcript, admittance verification, and a copy of ACT/SAT score report (for Honors and NSA awards). Please see information below to ensure students are awarded accordingly and provide proper documentation:

General Award \$250-\$1,000

Entering Freshmen

- No GPA requirement
- High School Transcript
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

Undergraduate & Graduate Students

- No GPA requirement
- College Transcript
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (current spring semester). Must verify enrollment on transcript:
 - Undergraduate students (12 credit hours)
 - Graduate students (6+ credit hours)

Honors Award \$500 - \$2,000

Entering Freshmen

- High School Transcript (Must have an unweighted GPA of 3.0 or higher).
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

Undergraduate & Graduate Students

- College Transcript (Must have a 3.0 GPA or higher)
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (current spring semester). Must verify enrollment on transcript:
 - Undergraduate students (12 credit hours)
 - Graduate students (6+ credit hours)

National Scholastic Achievement Award \$2,000

Entering Freshmen

- High School Transcript (Must have an unweighted GPA of 3.5 or higher)
- Completed and Signed LNSF Application
- Personal Essay
- Verification of Admittance

Undergraduate & Graduate Students

- College Transcript (Must have a 3.5 GPA or higher)
- Completed and Signed LNSF Application
- Personal Essay
- Enrollment Verification (current spring semester). Must verify enrollment on transcript:
 - Undergraduate students (12 credit hours)
 - Graduate students (6+ credit hours)