

SCHOLARSHIP GUIDELINES FOR STANDING RULES

A PTA's standing rules should include the following information regarding their scholarships. This information is taken from Schedule H of IRS Form 1023.

- Describe the scholarship(s).
 - Describe the purpose and amount.
 - Specify how the scholarship program is publicized.
 - Keep copies of any solicitation or announcement materials with procedures.
 - Keep a sample application with procedures.
- Describe how case histories are maintained (showing recipients of your scholarships, including names, addresses, amounts, manner of selection, and relationship, if any, to officers, trustees, or donors of funds to PTA).
- Describe the specific criteria used to determine who is eligible.
- Describe the specific criteria used to select recipients (for example, academic performance, financial need, etc.).
- Describe how the PTA determines the number of scholarships that will be awarded annually.
- Describe how the PTA determines the amount of each scholarship.
- Describe any requirement or condition that the PTA imposes on recipients to obtain, maintain, or qualify for renewal of a scholarship (attendance at four-year college, maintaining certain GPA, teaching in public school after graduation, etc.).
- Describe your procedures for supervising the scholarships.
 - Does your PTA obtain reports and grade transcripts from recipients?
 - Does your PTA pay the scholarship directly to a school under an arrangement whereby the school will apply the funds only for enrolled students who are in good standing?
 - Describe the PTA's procedures for taking action if the terms of the award are violated. For example, would the scholarship then be awarded to a different recipient?
- Who is on the selection committee?
 - Describe the criteria for committee membership.
 - Describe the method for replacing committee members.
- Describe how the PTA keeps clear of conflict of interest.
 - Are relatives of members of the selection committee eligible for the scholarships?
 - Are relatives of your officers or board members eligible for the scholarships?
 - Are relatives of your substantial contributors eligible for the scholarships?
 - If you answered "yes" to any of the above, describe what measures are taken to ensure unbiased selections.