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# SCHOLARSHIP GUIDELINES & POLICIES FOR STUDENT ORGANIZATIONS

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## STEPS TO BE COMPLETED BY STUDENT ORGANIZATION WHO HAS A SCHOLARSHIP:

- Determine as a student organization the following before moving forward:
  - Eligibility (criteria)
  - Award Amount (\$)
  - Quantity of scholarships you would like to give out
  - What will the scholarship look like: online vs hard copy
  - What different components will the applications include: application form, personal statement, unofficial transcripts, letter of recommendation, etc.
  
- Schedule a 30-minute meeting with a staff from the Center for Scholarship Information. During this meeting the following will be reviewed with you:
  - Create/Update a Scholarship Profile so it is official through the university
  - Review the student organization's responsibilities of having a scholarship
  - Review how students receive scholarship money

## ADVERTISEMENT

- Each organization is responsible for direct advertisement for its scholarship (club announcements, posts on social media, mass email, etc.)

## APPLICATION PROCESS

- Each organization is responsible for collecting its scholarship applications and reviewing them for completeness and/or eligibility
  
- Scholarships must be equal opportunity and may not discriminate based on race, color, age, gender, national origin, religion, or mental or physical disability
  
- For samples of scholarship applications and acceptable criteria, contact the Center for Scholarship Information at [scholarships@csulb.edu](mailto:scholarships@csulb.edu)

## SELECTION PROCESS

**IMPORTANT:** To minimize the potential impact to student financial aid packages, recipients must be **selected in one semester** and **funds are disbursed the following semester** (i.e. selection in spring and disbursement in the following fall)

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- Each organization is responsible for creating its own selection committee to review applications and choose a recipient
- The selection committee should have specific criteria to select a recipient (rubric, etc.)
- Students on the selection committee for a scholarship may not also be an applicant for any of the scholarships being discussed to avoid any conflict of interest

## REQUESTING RECIPIENT PAYMENT

- Once recipient is selected, each organization must make an appointment with the Center for Scholarships Information to review the Scholarship/Educational Award Payment Form for each recipient
  - Prior to your appointment, email the Center for Scholarship Information ([scholarships@csulb.edu](mailto:scholarships@csulb.edu)) with the following information:
    - Each recipient's full name
    - Campus ID number
    - Award amount

## ANNUAL REVIEW PROCEESS OF SCHOLARSHIP/EDUCATIONAL AWARD PROFILE

- The Center for Scholarship Information will assist you in complete the Scholarship/Educational Award Profile and obtaining the appropriate signatures
  - Be sure to bring a copy of your current account balance to the appointment so that the Center can obtain the Dean of Students signature on the organization's behalf.

If you have any questions or concerns,  
please feel free to contact us at the following information:  
Center for Scholarship Information  
Location: USU-238  
[scholarships@csulb.edu](mailto:scholarships@csulb.edu)  
(562) 985-2549