

Guidelines for Scholarship Programs

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- ✓ **The scholarship/award's purpose must be within the scope of AAUW's purpose.**
- ✓ **Use a blind process. Academic scholarships must be awarded on an objective and nondiscriminatory basis.**
- ✓ **Identify a charitable class. A charitable class refers to an indefinite group of potential beneficiaries as opposed to a small group of identifiable individuals.**
- ✓ **State the purpose of the scholarship.**
- ✓ **Identify the selection criteria including all academic indicators, recommendations from instructors and references as well as financial need.**
- ✓ **Use an impartial selection.**
- ✓ **Supervise the scholarship and identify reporting requirements.**
- ✓ **Documents should be retained that contain information that demonstrates adherence to best practices in the event that your program or tax deductibility of a donor is challenged.**
- ✓ **Documents should identify the criteria used to vet the qualifications of potential recipients and contain documentation verifying compliance with IRS regulations.**
- ✓ **The amount of each scholarship, terms and conditions of the funding, procedures for supervision of the recipient's performance and review of grantee reports, must be documented.**