



GRAMBLING UNIVERSITY ALUMNI ASSOCIATION

Los Angeles Chapter

P. O. Box 882172 Los Angeles, CA 90009

(310) 521-8120 – Phone(323) 756-1409 – Fax

administration@guaala.org

Fall Scholarship Payment Paperwork

In order for your scholarship check to be sent to your school, you must submit the below items by the deadline. Your paperwork must be complete before the scholarship can be paid. All items need to be included for your paperwork to be considered complete. *The sooner your paperwork is received, the sooner your payment will be processed.*

DOCUMENTS TO SUBMIT:

- Scholarship Recipient Agreement Form (enclosed)
 - Please initial next to every statement, complete relevant fields, and sign at the end.
 - Please sign and return this form even if you cannot accept the scholarship.
- Proof of registration *listing total number of unit/credits for the semester/quarter*
 - This can be printed from your school website. However, it must be a wide enough view so that your name and the website the documentation is printed from is visible.
 - We consider 12 units/credits to be full time. If your academic program, considers less than 12 units/credits to be full time, please contact us with an explanation.
- Donor thank you letter
 - The person or group to address the thank you letter is listed on page 2.committee
 - Your first & last name and the name of the scholarship must be included in the thank you letter.
 - The letter must be a minimum of 4 sentences in length.
 - We encourage you to write your letter on a card or stationary.
 - You must write a separate thank you note for each scholarship you were awarded.
 - All letters must be mailed with your fall paperwork and we will forward to the appropriate scholarship committee.
 - Scholarship committee value these thank you letters so please write them with care and attention.
 - This is an opportunity to express your appreciation for the scholarship. It is not the appropriate method for expressing any complaints or asking the scholarship or fall a question. Please address complaints or questions in a separate communication directed to the scholarship committee.
- Renewals only: unofficial transcript *including spring or fall grades and cumulative GPA.*
 - An unofficial transcript must be submitted by recipients who as of fall _____ are in the 2nd or later year of receiving a renewable scholarship.
 - This can be found and printed from your school's website. However, it must be a wide enough view so that your name is visible on the documentation.



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DEADLINE: Your paperwork must be complete and postmarked by _____

MAIL SCHOLARSHIP PAPERWORK TO:

Grambling University Alumni Association, Los Angeles Chapter
P. O. Box 882172
Los Angeles, CA 90009

*If you have any questions, please contact scholarship committee by phone at
(951) 454-8475*



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Fall Scholarship Payment Paperwork

Recipient: Jane Doe

Scholarship: Odessa A. Shaw Memorial Scholarship

Total Award: \$1000

First Payment: \$500 Second Payment: \$500

Allowable Expenses: Tuition, books, fees, educational supplies and room & board

Major Restrictions: None

Geographical Restrictions: Must attend Grambling State University

One-year or Renewal Status: Renewable for up to 5-years total, if GPA is maintained, funds are available and financial need remains.

***Address thank you letter to: Grambling University Alumni Association
Los Angeles***

Fall or fall academic institution: _____

College student ID#: _____

Intended major: _____
(Please list even if undeclared.)

To decline this scholarship(s) please initial:

____ I cannot accept this scholarship(s) from The GUAALA

Please list reason: _____
(even though you cannot accept the scholarship, please sign and return this form)

To accept this scholarship(s) please read and initial each line:

____ I accept the Odessa A. Shaw Memorial scholarship(s).

____ I accept that it is my responsibility to

- submit the completed paperwork by the indicated deadlines
- notify The GUAALA of any changes to my address, phone number(s), email address, or other contact information
- check my email account (including the spam folder) frequently
- respond to scholarship committee inquiries in a timely manner
- continue to meet the criteria of my scholarship(s) in order to receive payment



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_____ I acknowledge that

- contact from GUAALA will mainly consist of emails
- My scholarship(s) is specific to the _____ academic year only (fall, winter and spring and cannot be deferred or held for another academic year
- scholarship funds cannot be used for summer classes
- I am required to attend school full-time (at least 12 units/credits) in both the fall quarter/semester and winter quarter / spring semester (unless otherwise noted in the scholarship criteria.
- I must maintain both positive academic and citizenship standing for the term of my scholarship(s).
- my scholarship will be issued in two equal installments (fall quarter/semester and winter quarter/spring semester
- scholarship checks are mailed directly to the student.
- my scholarship may be used only for the purposes stated in this packet and that all unused funds must be returned to GUAALA at the end of the academic year

_____ I understand that my scholarship may be cancelled if I fail to

- submit the completed paperwork by the indicated deadlines
- notify GUAALA member of any changes to my contact information
- check my email account (including the spam folder) frequently
- use scholarship funds for purposes stated on page 4

_____ If it is relevant to the criteria of my scholarship(s), I understand my scholarship may be cancelled if there are any changes to my

- enrollment status
- institution attending
- grade point average
- other factors that may present themselves.

_____ I authorize the school I am attending to release any and all necessary information pertaining to my scholarship(s) to committee at GUAALA.

_____ I acknowledge that any changes to the fund availability/criteria not listed in this agreement may affect my ability to receive this scholarship(s).

Recipient Signature Required

Date



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Spring Quarter/Semester Scholarship Payment Paperwork

In order for your scholarship check to be sent to your school, you must submit the below items by the deadline. Your paperwork must be complete before the scholarship can be paid. All items need to be included for your paperwork to be considered complete. *The sooner your paperwork is received, the sooner your payment will be processed.*

DOCUMENTS TO SUBMIT:

- Mid-year Progress Report
 - Answer the questions on a separate sheet of paper.
 - Write your name and the name of your scholarship above the answers to these questions.
 - Each answer must be a minimum of 4 sentences. However, we encourage you to answer these questions in detail.
 - This is an opportunity to tell how your semester/quarter went. It is not the appropriate method for expressing any complaints or asking the scholarship committee a question. Please address complaints and questions in a separate communication directed to the scholarship committee.
- Proof of winter quarter or spring semester registration listing total number of unit/credits for the semester/quarter
 - This can be printed from your school website. However, it must be a wide enough view so that your name and the website the documentation is printed from is visible.
 - This documentation must list total number of units/credits for the semester/quarter.
 - We consider 12 units/credits to be full time. If your academic program, considers less than 12 units/credits to be full time, please contact us with an explanation.
- All: Unofficial transcript including fall or spring grades and cumulative GPA
 - This can be found and printed from your school's website. However, it must be a wide enough view so that your name is visible on the documentation.
 - Must include fall or spring grades and cumulative GPA.



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MID-YEAR PROGRESS REPORT

Student Name: _____

Scholarship(s) Received: **ODESSA A. SHAW MEMORIAL SCHOLARSHIP**

Major: _____

Cumulative GPA: _____

Respond to the following statements and question by following the instructions on pg. 6.

1. Describe one of your personal or academic achievements related to your college experience during the previous semester/quarter.
2. Describe a personal or academic challenge related to your college experience that you encountered during the previous semester/quarter.
3. Tell us one about one event, class, or person from your college experience that has stood out for you in the previous semester/quarter.
4. If you had an opportunity to speak directly with the individual(s) who made your scholarship(s) possible, what would you want to tell them?(You could thank this individual(s) and/or tell them about the impact this scholarship had on your life.)