



## 2010 Project STARS Annual Calendar

### January-

1<sup>st</sup> – Contract Detail Reports (CDR's) are mailed out from Foundation and are available electronically upon request. STARS Partners should reconcile against local database and mail any changes in matriculation or other discrepancies for correction.

### February-

1<sup>st</sup> – Scholarship Assignments due for Summer Semester – Please see assignment check list (below) for required items.

15<sup>th</sup> – Pledge letter to the Foundation for 2010/2011 matching funds is due. Include the name of your foundation/organization and the total dollar amount of matching funds you are requesting.

### March-

1<sup>st</sup> – Begin purchasing scholarships with 2009/2010 pledged funds. For Assistance with your purchase, please use the 2009/2010 Purchase Calculator located on the Foundation website. Each scholarship purchased has a \$50 application fee which is not available for match. 12<sup>th</sup> grade scholarships cannot be purchased with matching funds.

### April-

1<sup>st</sup> – CDR's are available electronically upon request.

30<sup>th</sup> – Deadline to purchase scholarships with 2009/2010 pledged funds.

### May-

15<sup>th</sup> – Scholarship Assignments due for Fall Semester – Please see assignment check list (below) for required items.

### June-

1<sup>st</sup> – Letter of request to the Foundation for excess matching funds is due. Excess funds are matching dollars that were requested, but not used, by other Foundation partners.

30<sup>th</sup> – The Foundation re-allocates excess funds based on partner requests - if funds are available.

## July-

1<sup>st</sup> – CDR's are mailed out from Foundation and are available electronically upon request. STARS Partners should reconcile against local database and mail any changes in matriculation or other discrepancies for correction. Partners are notified of legislative appropriation for Fiscal year 2010/2011.

1<sup>st</sup> – Begin purchasing scholarships with 2009/2010 excess funds.

## August-

1<sup>st</sup> – Foundation mails Annual Survey to Project STARS partners.

15<sup>th</sup> – Deadline to purchase scholarships with 2009/2010 excess funds.

## September-

30<sup>th</sup> – Current year scholarship prices expire. Prices cannot be released until approved by the Board-you will be notified in your allocation letter when the website's price list will be updated.

30<sup>th</sup> – Annual Surveys are due back to the Florida Prepaid College Foundation. Please send student pictures, and or success stories to be featured in the Foundation's Annual Report. NOTE: These surveys must be completed for all Project STARS-matched- scholarships. Subsequent year's allocation will be withheld until the survey is received.

## October-

1<sup>st</sup> – CDR's are available electronically upon request.

15<sup>th</sup> – Foundation notifies partners of allocation, new contract prices for coming year and requests pledges for the following year.

## November-

1<sup>st</sup> – Scholarship Assignments due for Spring Semester – Please see assignment check list for required items.

## December-

Happy Holidays!



## 2010 Assignment Checklist

### **Assignment Checklist for Project STARS students**

To assign students to scholarships, you must provide the following information on the student(s) you are assigning:

- ✓ Name
- ✓ Social Security Number (Required-please verify accuracy)
- ✓ Address and Telephone Number
- ✓ Date of Birth
- ✓ Florida Prepaid College Plan Account Number (See your activity report)
- ✓ Letter certifying that the student was economically disadvantaged at the time of selection and has remained drug-and crime-free.
- ✓ Address where the students' ID cards are to be mailed. -If this is not indicated, it will be mailed to the donor foundation's address.
- ✓ Project STARS Annual Student Information Form-may be downloaded from our web site.
- ✓ Proof of Florida Residency Documentation- This may consist of one of the following:
  - Florida Driver's License for the student-issued one year ago;
  - Transcript or Report card for the student from the 11<sup>th</sup> grade;
  - Florida driver's license, for parent or guardian, issued at least one year ago;
  - Florida voter's registration card, for the parent/guardian, issued at least one year ago;
  - Parent's Military Orders-issued one year ago;
  - Florida homestead exemption certificate-issued one year ago.
  - If the student is not U.S. citizen, the student must be a resident alien or the child of a resident alien-proof must be provided.