

Coleman Scholarship – Matching Fund-Raising/Creating Enterprise Reimbursement Guidelines

Matching Fund-Raising/Creating Enterprise Reimbursement may be available to CEO Student Members or Chapters to help offset conference related travel costs. If CEO Student Members or Clubs raise money from starting/operating a small business enterprise and/or fundraising from non-family (i.e. yours) business owners, independent from your university efforts, a Coleman scholarship matching reimbursement up to \$750 may be available. (CEO reserves the right to set a reimbursement maximum on an individual basis). To be considered for reimbursement, **TWO reports (EACH 2-3 pages, 500-word minimum, and type written in MS Word format)** must be created and submitted to CEO:

- **Complete and Submit Proposal Fund-Raising Report by September 16, 2009**
- **Complete and Submit Post Conference Fund-Raising Report by November 9, 2009**

Faculty Advisor's signature statement of support is required. CEO reserves the right to set a reimbursement maximum on an individual basis. Interested CEO Member Students will need to register for the conference and pay the full registration fee. Reimbursement checks will be mailed after the conference, in approximately 4 weeks, if all specified Scholarship guidelines have been followed and deadline dates adhered. Participating in the CEO Coleman Scholarship reimbursement program is voluntary and regarded as permission for CEO to use, share, publish and/or promote any/all information submitted in conjunction with this program.

Application Process

Application Submission DEADLINE is September 16, 2009

The cut-off date for submitting Coleman Scholarship applications is **September 16, 2009** (post marked, email or fax dated). It is imperative to **fully** complete and submit the application and all the necessary documents as soon as possible. Applications **completed in full** will be reviewed and considered in the order received for as long as monies are available. **Incomplete and/or illegible applications will not be processed and will lessen your chance of receiving a scholarship.** Attention will be given to support as many CEO Clubs from as many campuses as possible. To be eligible you must be a current CEO student member and/or club and must comply with the specified guidelines prior to each specified deadline date.

- **Complete fully and legibly** the scholarship application form by **September 16, 2009**
- **Complete and Submit Proposal Fund-Raising Report by September 16, 2009**
- **Complete and Submit Post Conference Fund-Raising Report by November 9, 2009**
- **Complete and submit** an expense report with travel receipts by **November 9, 2009**

How to Apply

Options for Applying and Reimbursement Methods

Individual CEO Member Students, CEO Clubs or university leaders have the option of applying for the Coleman Scholarship in one of three ways. Please choose and submit only one application form as described below. If the application is approved and adheres to the scholarship guidelines, reimbursement checks will be issued as follows:

- If applying as an individual, you will receive an individual reimbursement check
- If applying as a CEO Club, the Club will receive one check made out to the club
- If applying as a School, the school will receive one check made out to the school

Notification of Approval

If approved for scholarship support, applicants **will be notified by email** on or before **September 25, 2009**, to allow time to register for the conference and to finalize travel plans. A maximum reimbursement amount per person and/or per school may be established once the volume of application requests is known.

Complete and Submit Expense Report with Receipts

Complete and **mail** together the expense report (see Expense Report link) and travel receipt(s), no later than **November 9, 2009** (post marked). Conference registration fees are not allowable as travel expenses (please see ***Post Conference Evaluation Report Guidelines*** to apply for such reimbursement). Please note that this deadline must be met or scholarship support will be lost. Reports that have been copied may result in **entire** scholarship support being withdrawn. Scholarship support may be decreased or revoked:

- If submitter is not a current CEO student member and/or club
- If actual travel expenses are less than the designated reimbursement amount
- If Guidelines were not fully adhered and/or Reports and/or Expense Report are incomplete

Mail the above expense report and original receipts no later than **November 9, 2009** (post marked) to CEO Headquarters:

CEO
815 W. Van Buren (M/C 244)
Suite 400
Chicago, IL 60607

Report Requirements

Each report **MUST include** the following information and headings or report is incomplete and CEO will not be able to process scholarship; and be emailed to CEO by the respective deadline dates:

Title Sheet

“Coleman Scholarship Matching Fund-Raising/Creating Enterprise
(**indicate either**) Proposal **OR** Post Conference Report”

Your Name

Name of School

PROPOSAL Report: Complete and Submit by September 16, 2009

Summary: Briefly identify the requested amount, how many students from your school are expected to attend the conference, have you/your members attended the conference in the past, how is the conference beneficial to you/your club, how much and how do you plan to raise the additional funds.

Personal/Organization Information: Tell us about yourself/your club (i.e. history, mission, whom you serve and your track record of achievement, list any programs you offer). Describe your conference budget. Identify why this funding is important.

Plan: In detail; explain the plans to raise the additional funds. What are your overall goals? Who are the target funders (these funders are to be non-family (i.e. yours) business owners, independent from your university efforts)? What activities will be involved? What project planning has already taken place? Who is going to do the work? When, where and how will the activities take place?

Future Funding: What plans do you have to continue raising funds in the future? How will these funds be used?

Evaluation: Method of tracking progress? What contingency plans do you have if goals are not being met?

Budget: Attach a budget showing expected expenses and income for the project and expected conference related costs. Be prepared to provide copies of invoices and receipts.

Statement of Support: Faculty Advisor’s signature statement of support is required.

POST CONFERENCE Report: Complete and Submit by November 9, 2009

Summary: Briefly identify the amount requested from CEO, the total amount expected to raise, and the outcome of efforts. Also identify how many students from your school attended the conference and of these students, how many attended the conference in the past.

Benefits of the Conference: In detail explain how much you / your club benefited from the conference. In particular, how will you put to use what was learned and experienced at the conference in regards to your chapter’s / your business; or incorporate into your plans to start a business and for growing your chapter.

Plan: In detail explain how funds were raised, what activities were involved, who did what work, when, where and how the activities took place. Were your overall goals met? If not, explain why.

Funders: List all funders (these were to be non-family (i.e. yours) business owners, independent from your university efforts) and the amounts they contributed.

Future Funding: Do you plan to continue raising funds in the future? How will these funds be used? What strategy changes might be made and why?

Evaluation: How was progress tracked? Were any unexpected outcomes experienced? Were you able to incorporate or work around the situations? What were the contingency plans if goals were not being met and were those used?

Accounting Statement: Include an accounting statement showing both budgeted and actual numbers (expenses and income). Please explain in detail the reasons for any variances.

Statement from Faculty Advisor: Include a brief statement from your Faculty Advisor with their thoughts on your efforts and explaining their involvement.

Email reports(s) by specified dates to CEO Headquarters:

CEOColemanScholarships@c-e-o.org