

Scholarship America®

# Scholarship Management Services®

One Scholarship Way, Saint Peter, MN 56082  
507-931-1682 (phone) • 507-931-9168 (fax)  
scholarshipmanagement.org

August 20, 2015

Alan Wright  
President  
Action, Inc.  
1308 Church Street  
Barling, AR 72923

Dear Alan:

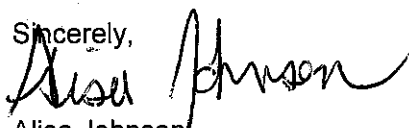
Scholarship Management Services has completed the preparations for the 2016 Action, Inc. Family Scholarship Program. The program description, calendar for implementation, and schedule of costs are enclosed. Also included is an invoice for the initial two-thirds management fee. The management fee for 2016 program is listed on the Program Costs Page.

Please send payment of the initial fee to Scholarship America, c/o First National Bank Minnesota, P.O. Box 240, Saint Peter, MN 56082-0240.

If you have any questions about the program or the enclosed materials, please email me at [alisajohnson@scholarshipamerica.org](mailto:alisajohnson@scholarshipamerica.org), call me directly at (507) 931-0462 or call Randy Haley, Director, at (507) 931-0216.

We look forward to working with you on this program and providing administrative services to Action, Inc. in supporting students toward their goal of higher education.

Sincerely,



Alisa Johnson  
Program Manager

Enclosures

c: Randy Haley, Director, Scholarship Management Services

2016  
Action, Inc. Family Scholarship Program  
Program Description

**THE PROGRAM**

The program will be called the Action, Inc. Family Scholarship Program.

The sponsor will be Action, Inc.

**ELIGIBILITIES**

Applicants must meet all of the following criteria:

- Be dependent\* children, age 24 and under, of full-time Action, Inc. employees who have a minimum of two years of employment with the company as of the application deadline date.
  - \* Dependent children are defined as biological, step- or legally adopted children living in the employee's household or primarily supported by the employee.
- Be high school seniors or graduates or be current postsecondary undergraduates.
- Plan to enroll in full-time undergraduate study at an accredited two-year or four-year college, university or vocational-technical school for the entire 2016-2017 academic year.

**AWARDS**

The program will use standard Scholarship America recipient selection procedures including the consideration of academic performance, demonstrated leadership and participation in school and community activities, work experience, a statement of career and educational goals and objectives, unusual personal or family circumstances and an outside appraisal.

Financial need will not be considered.

The authorized distribution for new awards is \$5,000. Up to two awards will be granted. The top two candidates will receive awards of \$2,500 each. These awards will be named for each of the two founders of Action, Inc. (Dan Johnston and Ron Wright).

Awards are not renewable; however, students may reapply to the program each year they meet eligibility requirements.

Awards are for undergraduate study only.

8/20/15

2016

Action, Inc. Family Scholarship Program  
Calendar for Implementation

**2015**

- August Action, Inc. reviews program materials and makes initial payment of 2/3 estimated management fee.
- Scholarship America updates application materials, if needed and sends to Action, Inc. for review.
- Approval of application materials.
- October 22 Installation of application materials on Action, Inc. website or intranet site.
- Action, Inc. publicizes the program.
- December 15 Application postmark deadline.

**2016**

- February 1 Scholarship America notifies Action, Inc. of award recipients.
- February 4 Action, Inc. verifies eligibility.
- February 10 Scholarship America sends congratulatory letters to student recipients with a return mailer for verifying enrollment.
- Scholarship America notifies nonrecipients.
- March Scholarship America provides program summary and management reports and sends invoice for scholarship awards and remainder management fee to Action, Inc.
- April Action, Inc. forwards check to Scholarship America for total amount of scholarship awards and remainder management fee.
- August 1 Action, Inc. confirms approval for release of checks for payment of scholarship awards.
- August 15 Scholarship America mails scholarship checks to student recipients. Checks are made payable to the institution for the student.
- 8/20/15

2015  
 Action, Inc. Family Scholarship Program  
 Program Costs/Payment Schedule

	<u>Awards</u>	<u>Fees</u>
<b><u>PROGRAM COSTS</u></b>		
Amount of authorized new annual distribution	\$5,000	
Management fee For this fee Scholarship America will process up to 36 applications. A screening fee of \$10 each will be charged for all applications received beyond 36.		\$1,100
	_____	_____
Total		\$6,100
<b><u>PAYMENT SCHEDULE</u></b>		
Due Scholarship America – 30 days 2/3 management fee ( $\$1,100 \times 2/3$ )		\$737
Due Scholarship America at scholarship program conclusion Remainder management fee Amount of award distribution	\$5,000	\$363
	_____	_____
Total		\$6,100