



UNBOUND™

# **Unbound Service-Scholarship Manual**

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# 1 Introduction

The Unbound service-scholarship program exists to help older students who, because of economic circumstances, are struggling to continue their education. The program is founded on the principles of perseverance, leadership, and service to the community. The goal is to help students reach their potential, provide role models in the sponsorship community, and cultivate local leadership in Unbound communities. It is not the intention of the Unbound Service-Scholarship program to simply provide additional financial assistance to any student. The program should instead be a serious and selective process among applicants in which students with a participatory attitude and a strong commitment to service and leadership are recognized and encouraged by these scholarships.

## 2 Principles and Requirements

The scholarship program is directed by a common set of values and administrative requirements. Please note that there is some flexibility to tailor the program to the needs of the scholars and community. However, none of the requirements may be eliminated from the program without prior written approval from your Unbound-Kansas regional team.

### **Project Eligibility**

Unbound-Kansas determines the amount of scholarship funds that will be offered to each project based on fund availability and assessment of each project’s overall performance, including project-led Service Scholarship Program evaluations. Therefore, the amount of scholarship funds a project receives may change from year to year. Unbound-Kansas also reserves the right to revoke a project’s scholarship funds if the project fails to maintain a high level of performance.

### **Minimum Requirements for the Project**

The minimum requirements for a project implementing the Unbound service-scholarship program are:

1. Develop a program plan detailing the functioning of the service scholar program
2. Assess program applicants and select scholars
3. Submit the program plan to Unbound-Kansas
4. Communicate program policies with participants
5. Maintain regular contact with each scholar, including coaching and encouragement when necessary
6. Work with each scholar to develop a community service plan
7. Distribute scholarship funds while maintaining adequate financial documentation.
8. Report expenses with the regular monthly Unbound financial reporting
9. Maintain the following for each scholar: grade reports, community service hours, enrollment verification, and any other pertinent information while the scholar is in the program and for one year after they leave.
10. Submit additional program-related details to Unbound-Kansas as requested

### **Scholar Eligibility**

Eligible scholars must demonstrate an economic need and a desire to fulfill the program’s service requirements.

Unbound service-scholarships may be awarded to currently sponsored youth, previously sponsored youth or non-sponsored youth. Each project must develop criteria that will be used to select youth

for the Unbound scholarship program. The project must maintain a copy of these criteria, which should be available for review by Unbound representatives at any time. In cases where sponsored and non-sponsored youth are equally eligible, sponsored youth should be given preference. Projects may only give Unbound service-scholarships to scholars the project can adequately monitor.

The service-scholarship program is not meant to replace any part of the sponsorship program. Rather, service-scholarships should supplement sponsorship benefits when sponsorship funds fail to meet the needs of the youth's educational expenses.

Children of full-time project or subproject staff may not receive service-scholarships.

If a scholar fails to maintain passing grades, does not fulfill the agreed upon community service, or fails to meet the program requirements in any way, the scholarship should be terminated and redirected to another eligible candidate.

## **Minimum Requirements for Scholars**

The minimum requirements for a scholar who is awarded an Unbound service-scholarship are:

1. Submit an application to be considered for the program
2. Create a community service plan with the help of Unbound project staff
3. Provide regular reporting and verification of enrollment and performance in school, including the submission of grade cards
4. Maintain passing grades
5. Complete community service requirement

## **Selection of Scholars**

Projects should award Unbound service-scholarships to positive, aspiring students who do well academically, apply themselves diligently to their studies, and have a participatory attitude of service to the community.

### **2.1.1 Service-Scholarships Outside the Project Area**

Scholars receiving an Unbound service-scholarship may pursue their education or training in institutions that are not located in the project area. Scholars pursuing their education outside the project area may perform community service in the area most convenient to them if the project can ensure sufficient monitoring.

### **2.1.2 Commitment to Education & Participation**

Service scholars should exhibit a commitment to their education and to participation in the service-scholarship program. The scholar is expected to study diligently and to serve his/her community.

## Community Service

Unbound service-scholarship recipients are students who have a strong desire to further their education and serve their communities. The community service requirement is an essential element of the Unbound service-scholarship program.

The project must develop an individual community service plan with each scholar. When possible, consider how a scholar's field of study, talents and/or interests could be aligned with their individual community service plan. The plan should include specifics that are clear and can be monitored on a regular basis. Service plans designed to serve the Unbound sponsored community are best, but scholars may provide service to other populations with approval from the project.

The service requirement should represent a significant and meaningful commitment for the scholar and community and can be met in one of the following ways:

1. Scholars may complete a service initiative that is approved by the project.
2. Scholars may provide an agreed-upon number of service hours to the sponsored or local community as determined by the project.

Unbound scholars must submit a community service plan in either case.

If scholars opt for a service initiative, the project will determine whether the impact of the proposed service plan represents a significant and meaningful commitment for each student. In this case, the fulfillment of the requirement will be monitored by progress reports and the eventual completion of the initiative, rather than the total number of hours served.

If scholars perform service hours, the project may determine how many service hours represent a significant and meaningful commitment for each student. The project may choose to vary the service hour requirement based on scholars' academic level or requirements, age, location or the quality of the community service plan.

### 2.1.3 Individual Community Service Plans

The project must develop an individual community service plan with each scholar to ensure that the project and scholar both understand the community service expectations. Projects may use the individual community service plan form found in the appendix or develop another form to meet local needs. If another form is developed, please send it to Unbound-Kansas for review. Individual community service plans should be kept in the subproject or project office in the scholar's file.

### 2.1.4 Monitoring of Community Service

Projects are required to record the satisfactory completion of the scholar's community service commitment. Projects may use the service-scholarship community service record sheet form found in the appendix or develop another form to meet local needs. If another form is developed, please send it to Unbound-Kansas for review. A record of the scholar's

community service hours should be kept in the subproject or project office in the scholar's file.

## **Academic Performance**

Scholars must maintain passing grades and must share their grade reports with the relevant project staff members on a regular basis.

## **Scholarship Amount**

Projects will be awarded a fixed amount of service-scholarship funds each academic year. This amount can be distributed among the number of scholars that the project determines is appropriate. A project may choose to distribute the same amount to each scholar or may vary the amount distributed depending on each scholar's need and academic level. Regardless of scholarship amount, all scholars are required to participate in the service requirement. If a scholar or scholars are not able to participate in the service requirement, please share the circumstance/s to request an exception from your project specialist. Kansas will approve the allocation of funds prior to disbursement of funds.

## **Allowable Expenditures**

Service-scholarship funds are to be used for the educational needs of the scholarship recipients and for expenses that facilitate or enhance the scholarship recipients' participation in the program. Unbound service-scholarship funds may be used to pay for tuition and related educational expenses such as, but not limited to, books, clothing, medication, transportation or food for participating scholars. Additionally, service-scholarship funds can be used to pay for technology necessary for scholars' education such as, but not limited to laptops, printers, cell phones, internet coverage, etc.

Service-scholarship funds may be used to pay for administrative expenses that support the execution of the service-scholarship program and add value to the scholars' experience. Please see the Financial Policies Manual for further information regarding the type of expenses classified as administrative expenses. All such expenditures should be included in the program plan submitted to Unbound-Kansas. If project staff members have a question about the appropriateness of an expense from service-scholarship funds, please check with your regional team in Kansas.

Projects should develop internal policies for documenting scholars' expenditures that comply with local laws and satisfy the project's internal needs for documentation. Unbound Kansas does not require scholars to submit receipts, and instead relies on proof that funds were placed in the control of the scholar as satisfying the documentation need.

## **Length of Service-Scholarships**

Unbound offers service-scholarships to projects for one academic year (typically ten months). A project can offer service-scholarships to a recipient for the entire academic year or for one school term at a time. Depending on available funds and the project's performance, Unbound-Kansas will re-initiate the program at the beginning of each new school year.

Each participating Unbound project has the responsibility to select the scholars who will receive a scholarship for that academic year. The project may select scholars who have received an Unbound scholarship in a prior year, or it may select new scholars.

## 3 Required Reporting

### **Reporting before program implementation: Program Plan**

Projects must submit the service-scholarship program plan for the upcoming academic year to Unbound-Kansas each year for approval before awarding Unbound service-scholarships. The program plan details how the program will function in that project. Projects should use the program plan form found in the appendix and on Portal. This plan is necessary for continued funding for the next school year and will be carefully reviewed. If approved, service-scholarship funds will be disbursed along with monthly sponsorship funds for up to one year. Unbound-Kansas will utilize the disbursement schedule from the previous year, if available, unless another schedule is requested by the project.

### **Reporting during program implementation**

Service-scholarship funds should be reported in the regular monthly financial reports submitted to Unbound-Kansas. See the Financial Policies Manual for further information.

### **Reporting after program implementation**

Projects must submit the Annual Program Report-Page 1 and Annual Program Report-Page 2 to Unbound-Kansas at the end of each academic year. These annual reports must be submitted in order to receive service-scholarship funds for the next academic year.

#### **3.1.1 Annual Program Report-Page 1**

Projects must submit a brief summary of the service-scholarship program at the close of each academic year to Unbound-Kansas. Projects are required to use the Annual Program Report-Page 1 form found in the appendix and on Portal.

#### **3.1.2 Annual Program Report-Page 2**

A list of the scholars listed who participated in the service-scholarship program is required. Projects are required to use the Annual Program Report-Page 2 form found in the appendix and on Portal.

## 4 Internal Project Documentation

### **Service-Scholarship Application Form**

All service-scholarship applicants must complete an application to be considered for the program. Projects may use the application form found in the appendix or develop another application form to meet local needs. The project may wish to add more questions concerning criteria that they will use to select scholars. Completion of a scholarship application does not guarantee acceptance into the program. Projects have discretion to determine if returning scholars need to complete a service-scholarship application each year.

#### **4.1.1 Verification of enrollment & academic performance**

Each scholar must provide regular reporting and verification of his/her enrollment and performance in school. Each project should, for each scholar, verify evidence of passing grades and ensure completion of community service hours or progress on a service project on a regular basis.

#### **4.1.2 Removal from the program**

A scholar's failure to fulfill the conditions they agree to may result in removal from the service-scholarship program. The scholar may also lose their scholarship if they are retired from the Unbound sponsorship program, or if they are otherwise uncooperative. Projects should find replacements for any scholars that are removed from the scholarship program after the academic year has already begun.

# Appendix

## Unbound SERVICE-SCHOLARSHIP PROGRAM

### PROGRAM PLAN

PROJECT: \_\_\_\_\_ School Term: from month \_\_\_\_\_ to month \_\_\_\_\_

1. Vision:

- a. List the project's goals for the service-scholarship program during the coming academic year.
- b. Does the project have plans for formation with the scholars? If so, please share.
- c. How many scholars do you plan to have?
  - i. Will they all receive the same amount of funds? If they will not receive the same amount of funds, how will you determine how much each one will receive?

2. Selection Criteria:

- a. What is the project's process for inviting applicants for the scholarship program?
- b. Describe the process of selecting scholars for the program.
- c. Indicate the criteria used for selecting scholars.

3. Community Service:

- a. What are your plans for community service during the upcoming school year?

4. Academic Monitoring:

- a. Do you think you will be able to monitor students' academic performance during the upcoming year? If so, how do you hope to monitor this?

5. Finance:

- a. Describe how scholarship funds or benefits will be delivered to the scholars (indicate if the scholars will receive the benefits or whether funds will be paid directly to an institution).
- b. Will any service-scholarship funds be used for administrative expenses? If so, please provide the amount of funds to be used for administrative expenses and describe how these funds will be used.
- c. Explain how the project determines the amount of scholarship funds awarded to each scholar.

# SAMPLE

## Unbound SERVICE-SCHOLARSHIP PROGRAM APPLICATION

PROJECT: \_\_\_\_\_

### GENERAL INFORMATION ABOUT GUARDIANS

Guardian's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ Monthly Income \_\_\_\_\_

How much are the scholar and his/her family contributing each month (average)?: \_\_\_\_\_

What is the total number of other children in this household? \_\_\_\_\_

### GENERAL INFORMATION ABOUT THE CANDIDATE

Name \_\_\_\_\_ CHID \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Course of study \_\_\_\_\_

Name of school \_\_\_\_\_ Grade level \_\_\_\_\_

Please describe what service means to you:

What are your skills and interests as they relate to community service?

What are your ideas for a community service project?

What do you hope to gain from a community service experience?

### Service-Scholarship Program Requirements

- Complete a community service plan with the help of Unbound project staff
- Provide regular reporting and verification of enrollment and performance in school, including submission of grade card
- Maintain passing grades
- Complete community service commitment
- Submit documentation as required by project policy for all direct assistance
- The duration of the scholarship is for one school year (10 months); renewable with Unbound-Kansas approval

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Service-scholarship candidate

Authorized Unbound signature

Please comment on the following.

The scholar's willingness to participate in their communities and/or the Unbound program.

The scholar's commitment to their studies.

Does the applicant express a positive attitude? Please explain.

# SAMPLE

## Unbound SERVICE-SCHOLARSHIP PROGRAM LETTER OF COMMITMENT

### Between Unbound Scholarship Program Committee and the Scholarship Recipient

The Unbound service-scholarship program, represented by the Scholarship Committee, will give a service-scholarship to \_\_\_\_\_ (CHID \_\_\_\_\_), for the period of \_\_\_\_\_ to \_\_\_\_\_ in accord with the following articles:

**First:** Unbound is committed to provide a scholarship equivalent to \$\_\_\_\_\_ upon receipt of all required application materials. The scholarship can be suspended or cancelled for lack of academic performance, lack of community service, falsification of grades or other documents, negative attitudes or other activities or conditions the project office deems harmful to the overall scholarship or sponsorship program.

**Second:** The scholarship recipient is expected to maintain passing grades and will show each report card to the Unbound committee to evaluate their scholastic progress and to assess the effectiveness of the scholarship assistance.

**Third:** The scholarship recipient will conduct a meaningful service project or contribute \_\_\_\_\_ hours of community service per \_\_\_\_\_.

The scholar agrees to provide the following community service:

\_\_\_\_\_  
\_\_\_\_\_

**Fourth:** All of the days of formation and other service scholarship activities programmed by Unbound are considered part of the program; therefore, the scholarship recipient and/or his/her guardians should attend as indicated.

**Fifth:** This commitment is voluntary and only applies to the receipt of academic scholarships. Under no circumstances will the scholarship student be subjected to the responsibilities of a labor relationship. Therefore, no rights or obligations pertaining to a labor relationship will be granted.

\_\_\_\_\_  
Unbound committee representative

\_\_\_\_\_  
Scholarship Recipient

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Unbound SERVICE-SCHOLARSHIP PROGRAM  
**COMMUNITY SERVICE SUGGESTIONS**

AT THE PROJECT OFFICE

1. Project service: translations, letter organization, family visits, message delivery, support during Poverty Stoplight surveys
2. Communication skills: help sponsored children and families develop letter-writing skills in completing their welcome letters, reply letters and regular letters. Review letters, provide training to sponsored friends when submitting letters or photos through message notifications.

IN THE AREA OF EDUCATION

1. Educational reinforcement for groups of children and literacy training for adults.
2. Tutoring: help with tutoring younger children outside of school hours or helping teachers in the classroom.
3. Field trips: help provide supervision of children on special trips.
4. Talent workshops: help organize events that highlight the talents and gifts of children in the community.
5. Rights of the Child workshops: help organize workshops to educate the community about the UN Rights of the Child.
6. Other social justice workshops: help to educate the community about women's rights, ecology, workers' rights, peace, civic participation, community service, etc.

IN THE AREA OF HEALTH

1. Active participation during medical team visits.
2. Sanitation programs: education on use of latrines, latrine construction, general community hygiene education, anti-parasite programs, etc.

IN THE AREAS OF ECOLOGY AND HABITAT

1. Community clean-up projects: helping organize community cleaning efforts.
2. Community gardens: help organize or maintain a community garden, etc.
3. Reforestation projects
4. Recycling programs

**SAMPLE**  
**Unbound SERVICE-SCHOLARSHIP PROGRAM**  
**INDIVIDUAL COMMUNITY SERVICE PLAN**

Project Name: \_\_\_\_\_

Scholar's Name: \_\_\_\_\_ (CHID \_\_\_\_\_)

Institution or Organization being served: \_\_\_\_\_

Service supervisor: \_\_\_\_\_

Service or work to be contributed by the scholar:

The scholar has voluntarily agreed to perform community service during the following:

- Months of service/work: \_\_\_\_\_
- Days of the week: \_\_\_\_\_
- Hours of the day: \_\_\_\_\_

Special events to be programmed:

How will community service/work be recorded and reviewed?

\_\_\_\_\_  
Signature of Scholar                      Date

\_\_\_\_\_  
Signature of Service Supervisor                      Date

SAMPLE

## Unbound Service-Scholarship Program COMMUNITY SERVICE FORM

Name of Scholar: \_\_\_\_\_ CHID \_\_\_\_\_  
 Subproject: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Time In	Time Out	Hours	Place of Service	Description of Service	Supervisor Signature

Total of hours: \_\_\_\_\_

In what areas did the scholar perform well?

In what areas could the scholar improve?

How was the scholar’s attitude while carrying out service?

Unbound SERVICE-SCHOLARSHIP PROGRAM

**ANNUAL PROGRAM REPORT – PAGE 1**

Project: \_\_\_\_\_ Semester: \_\_\_\_\_

1. How did this academic years’ service-scholarship program fulfill or not fulfill the goals set forth by the project in the program plan last year? How does this support the Unbound service-scholarship program’s goal to help scholars reach their potential, provide role models in the sponsorship community, and cultivate local leadership in Unbound communities?
2. How many scholars were able to complete the academic year? How many changes were made to the list of participating scholars during the year and why?
3. Were scholars able to perform the expected community service as planned? Describe the types of community service the scholars performed. How did the scholars’ community service contribute to the Unbound community?
4. What goals do you have for future years in terms of the impact of the program? What is the average percentage of educational costs that one scholarship covers?
5. Is there a balance of unused scholarship funds, i.e., any funds held in reserve? If so, how much? \_\_\_\_\_ USD

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Project staff member signature

Unbound SERVICE-SCHOLARSHIP PROGRAM

**ANNUAL PROGRAM REPORT – PAGE 2**

*Please provide the following information about the scholars from the previous year*

PROJECT: \_\_\_\_\_ MONTHS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

	Sub	Scholar's Name	Gender M/F	Child ID	Country	Level of Education	Course of Study	Actual Amount Received USD
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								