K-12 APPLICATION PROCESS OVERVIEW

1) After July 1, 2011, to be eligible for scholarships, families of students must have an adjusted gross income of less than $60,000, with an additional $12,000 adjustment for each dependent.

EITC Income Guidelines*

Number of Dependents	Maximum AGI
1	$72,000
2	$84,000
3	$96,000
4	$108,000
5	$120,000

**add $12,000 for each additional dependent*

Students and schools must also review and meet requirements set forth by document entitled "Narrative Description of Policies."

2) Schools can recommend amounts for families who are applying to receive scholarships and our scholarships may piggy back other financial aid a family is receiving as long as their entire tuition is not covered in full.

3) It is incumbent on the school to obtain a completed "Bridge Educational Scholarship Application" and the most recent Federal Income Tax Return (1040 form only) for each student's household which has been elected by the school to receive a scholarship prior to release of any funds.

If a household did not file or cannot locate their most Federal tax return, the Foundation requires a letter written by the applicant, which must itemize all sources of income for every adult living in the household. This letter must be signed in front of a notary public. (Template is attached)

Application and Federal Tax Returns should be mailed in one package to:

Bridge Educational Foundation, Inc.
Attn: Kelly Gerdes
Post Office Box 222
Harrisburg, PA 17108-0222

The school official may contact Kelly Gerdes, Director of Scholarship Programs with any questions. *Please ask your families to contact you first with any questions*

(717) 214-6792 [tel]; (717) 214-6797 [fax]
Kelly.gerdes@bridgeedu.org

Step by step application process:

1) After initial phone conversation, school official will receive an email from Kelly Gerdes which includes the Bridge application, notarized letter template, spreadsheet template, volunteerism form, and Policies and Procedures.

2) School must also ensure that the families that apply for the scholarship will comply with the Foundation's Policies and Procedures. The families must also be notified of the application deadline and volunteerism component.

3) School collects completed Bridge Scholarship Application and Federal Income Tax Return (1040 form) for each adult living in the student's household for which the application is completed.

4) School mails completed Scholarship Applications and Tax Returns in *one package* to Kelly Gerdes no later than established deadline.

5) The school must email a completed Excel spreadsheet with all scholarship applicants, their contact information and award amounts. Please list only the students receiving the scholarship. You do not need to list the other children in the family on this spreadsheet. Please proofread your spreadsheet for any spelling errors. We use the spreadsheet for a mail merge and would appreciate your thoroughness with the document. (template is attached)

6) After the applications are reviewed for eligibility, the Bridge Educational Foundation will notify the school which families are eligible and/or may need additional information.

7) Once the file is complete, the Foundation will inform the school as to when the scholarship check will be requested from the Bridge Educational Foundation accountant. At this time the school may inform each family as to their approval and amount of scholarship to be received.

8) Upon receipt of the check from the accountant, the Foundation will mail the check, made payable to the school. Along with the check the school will receive a receipt that they must complete and mail back to the Foundation confirming receipt of the scholarship check. They will also receive the name and contact information of the donor company that provided the scholarship money.

9) After funds have been released and the completed receipt has been received, the Foundation will mail a letter to each approved family, which will formally notify them of their award.

10) Upon notification of approval, the school must distribute the Volunteerism Form to the families that were awarded Foundation scholarship money. Families may begin their volunteer hours immediately. The Foundation requires that a family fulfill 40 hours of community service for the school year. Please keep in mind that this requirement is for the entire family. The family has one year from the time that the scholarship award was deposited in their school's tuition account to complete the entire 40 hours. Each family should return the form directly to the school upon completion of the hours. We ask that the school collect all of the forms and mail them to the Foundation in one complete package.

If a parent already volunteers at the school, i.e. in the library, cafeteria, etc. they may use those hours towards the requirement. We do ask that the children perform some of the volunteer hours. Please note that their service hours can range from coloring a picture for the elderly at a nursing home, writing a letter to troops overseas to picking up garbage on the playground. Volunteer hours that a family performs in their community or church parish may also be used to fulfill this requirement.