

**NATIONAL SCHOLARSHIPS, OUTRIGHT GRANTS,
BUSINESS SKILLS TUITION REIMBURSEMENT,
AND IMPACT SCHOLARSHIPS**



SBMEF Tools

2015 - 2016

The Stephen Bufton Memorial Educational Fund has four unique scholarship opportunities for funding a woman's pursuit of knowledge; National Scholarship, Outright Grant, Business Skills Tuition Reimbursement and Impact Scholarship. All SBMEF scholarship funds must be applied to the applicant's tuition, books and fees. SBMEF's scholarships are non-renewable.

NATIONAL SCHOLARSHIPS

\$10,000 National President's Scholarship

In honor of 2014-2015 ABWA National President, Nancy Griffin

Institution: University of Kansas

Field of Study: Business

Level: Junior-Graduate

GPA: 3.0 on a 4.0 scale

\$5,000 Women of Vision Scholarship

In honor of ABWA's Ambassadors

Institution: Open

Field of Study: Education

Level: Sophomore-Senior

GPA: 3.0 on a 4.0 scale

Legacy National Scholarships

In memory of beloved member, Jane Ann Winchell

Amount: \$5,000

Institution: Open

Field of Study: STEM (Science, Technology, Engineering and Mathematics)

Level: Sophomore to Graduate

GPA: 3.0 on a 4.0 scale

In memory of Amanda Lizzio

Amount: \$2,500

Institution: Open

Field of Study: Hospitality

Level: Freshmen through Senior

GPA: 3.0 on a 4.0 scale

Pegasus Scholarship, in memory of Lee R. High, Jr.

Amount: \$2,000

Institution: Open

Field of Study: Open

Level: Open

GPA: 3.0 on a 4.0 scale



OUTRIGHT GRANT (ORG)

Overview

The Outright Grant Program offers junior level (or higher) college students a scholarship that helps to offset costs associated with their college tuition, books and fees. The amount awarded for each Outright Grant is \$2,000. Outright Grant scholarships awarded are non-renewable. Only three (3) ORG will be awarded per district. Applicants may receive only one Outright Grant each award year. The entire application process for the Outright Grant scholarship must be completed by **June 1**.

Guidelines

- The sponsoring league must be in good standing (liability insurance premium paid and the league's officers, committee chairs and committee members must be current with their national and local dues).
- To sponsor an applicant for an ORG scholarship, the league must contribute a minimum of one-hundred dollars (\$100) to SBMEF in the same Award Year (August 1 through June 1) plus, purchase a gift membership for their scholarship applicant at the time of the application provided that their applicant is not a member of ABWA.
- ABWA National will activate your online SBMEF account upon receipt of your league's one-hundred dollar (\$100) ORG contribution.
- A league may sponsor only one (1) ORG applicant per each Award Year.
- If an ORG is awarded to the applicant, the maximum amount awarded to any one applicant in the Award Year is \$2,000.
- An applicant may NOT apply for more than one ORG in the same award year with a different sponsoring league.

Applicant Eligibility Requirements

- The applicant must be a female and a U.S. citizen.
- Both ABWA members and non-members may apply for an ORG scholarship.
- The applicant must have completed a minimum of sixty (60) credit hours.
- The applicant must have achieved a cumulative GPA of 3.0 or better on a 4.0 scale.
- The applicant must be seeking a baccalaureate degree or higher.
- The applicant must be attending an institution authorized to confer degrees at the baccalaureate level or higher in the United States.
- The applicant must provide an official transcript, a biographical sketch and three (3) professional letters of reference dated in the same year as her application.

- The applicant must complete the SBMEF online application on or before June 1 in which she is applying for the scholarship.
- No applicant is guaranteed a scholarship.

Procedures for Sponsoring an ORG

- The league must complete the Sponsorship Form and upload to www.sbmeff.org.
- The league must vote to submit their one (1) scholarship applicant.
- The league must register their applicant at www.sbmeff.org.
- All ORG applications for each district will be pooled together and reviewed by the Board of Trustees.
- The SBMEF Board of Trustees will select three (3) ORG recipients per district.
- The scholarship checks will be made payable to a recipient's educational institution and to the scholarship recipient.
- The scholarship check will be sent to the league president. The league president is responsible for presenting the scholarship check to the recipient in a timely manner.
- The scholarship check must be cashed within six (6) months from the date of issuance.
- Checks not deposited after six months will not be reissued, and the money will be returned to SBMEF's general fund.

BUSINESS SKILLS TUITION REIMBURSEMENT (BSTR)

Overview

The SBMEF Business Skills Tuition Reimbursement Program (BSTR) provides workingwomen an opportunity to participate in professional development workshops and/or seminars offered by an accredited, licensed, or state-approved institution in the United States. Coursework such as ABWA-KU MBA Essentials, Park University's Women as 21st Century Leaders, Rockhurst University and FranklinCovey offered at ABWA nationally sponsored events and/or other programming like real estate license and desk top publishing are examples of non-degree coursework that would meet the course criteria for a BSTR. Deadline for Business Skills Tuition Reimbursement is June 1, 2016.

Guidelines

- The sponsoring league must be in good standing (liability insurance premium paid and the league's officers, committee chairs and committee members must be current with their national and local dues).
- To sponsor a BSTR, the league must contribute a minimum of five-hundred dollars (\$500) to SBMEF during the previous award year (August 1, 2014 through June 1, 2015).
- The league is limited to a total Business Skills Tuition Reimbursement amount not to exceed fifty-percent (50%) of the league's contribution to SBMEF in the previous Award Year. For example, if a league contributed one-thousand dollars (\$1,000) to SBMEF in 2014-2015 Award Year, then it may apply for five-hundred dollars (\$500) in Business Skills Tuition Reimbursement in the 2015-2016 Award Year.
- The league may also sponsor multiple BSTRs as long as the total amount requested does not exceed fifty percent (50%) of their total contribution to SBMEF.

Applicant Eligibility Requirements

- ABWA members and non-members may apply for a BSTR.
- The applicant must be a female, U.S. citizen.
- The coursework must enhance an applicant's career objective.
- The applicant must have completed the course prior to submitting her application for a BSTR.
- An applicant must apply for a BSTR within 90 days after course completion.
- The applicant must complete the online application process including; a course description, rationale for attendance, and verification of the institution's or organization's credentials and provide proof of payment.

- An applicant may receive multiple Business Skills Tuition Reimbursements (BSTR) each Award Year from multiple leagues.
- When a BSTR is awarded, the recipient may receive an amount up to one half of the tuition and/or up to a maximum amount of \$500 each award year.
- The *minimum* amount awarded for a BSTR is fifty (\$50) dollars.
- No applicant is guaranteed a BSTR.

Procedures

- Eligible leagues must upload their BSTR sponsorship form and register applicants at www.sbmeff.org
- The sponsoring league must vote to submit the applicant.
- All applications for BSTR must be completed by June 1.
- Applications for BSTR are reviewed by the Board of Trustees.
- The Board of Trustees selects and awards BSTR recipients.
- If a BSTR is awarded, a check payable to the applicant will be sent to the league president.
- The president is responsible for presenting the BSTR check to the recipient in a timely manner.
- BSTR checks must be cashed within 6 months of issuance. Checks not deposited after 6 months will not be reissued, and the money will be returned to the SBMEF general fund.



IMPACT SCHOLARSHIP

Program

The Impact Scholarship program provides the league an opportunity to customize the scholarship within the guidelines of the fund. Each league can fund multiple Impact Scholarships valued at either two-thousand (\$2,000) dollars or one-thousand (\$1,000) dollars.

Impact scholarships awarded are non-renewable.

A two-thousand (\$2,000) dollar Impact Scholarship is specific for a female student attending a U.S. college or university that offers a baccalaureate degree whereas a one-thousand (\$1,000) Impact Scholarship is designed to support students attending a community college, technical or a vocational school. The school must be licensed, accredited or state approved.

A league sponsoring an Impact Scholarship is required to make an additional \$100 contribution payable to SBMEF for each Impact Scholarship funded.

Guidelines

- The sponsoring league must be in good standing (liability insurance premium paid and the league's officers, committee chairs and committee members must be current with their national and local dues).
- The sponsoring league must make a contribution payable to SBMEF between August 1, 2015 through January 31, 2016. The minimum contribution is \$1,000 plus an additional \$100 for each Impact Scholarship funded.
- ABWA National will activate your SBMEF on-line account upon receipt of your Impact Scholarship Sponsorship form and contribution.
- A minimum of three qualified applicants must be submitted (and process completed online) for each Impact Scholarship funded for the scholarship to be awarded.
- The Board of Trustees will review the first ten applicants who have met the eligibility criteria.
- Scholarships funded in 2015-2016 but not awarded will be returned to the SBMEF general fund and may not be earmarked for use in the following Award Year.

Applicant Eligibility Requirements

- The applicant must be a female U.S. citizen.
- Members and non-members may apply for an Impact Scholarship.
- Applicants must meet the eligibility requirements as defined by the league (e.g., residency, GPA, credit hours completed, year of school completed, field of study, etc.).
- No applicant is guaranteed a scholarship.

Procedures for Sponsoring Leagues

- The sponsoring league must complete the Impact Scholarship form, define their eligibility criteria and submit their contribution to SBMEF by January 31, 2016.
- The applicant must complete her SBMEF online application on or before March 31 of the award year in which she is applying for the scholarship.
- Scholarship applications will be reviewed by the Board of Trustees for consideration and the league may view the progress of their applicant at any time at www.sbmef.org.
- Scholarships checks will be sent to the president in mid-May 2016.
- Scholarship checks must be cashed within six (6) months from the date of issuance. Checks not deposited after six months will not be reissued and the money will be returned to the SBMEF general fund.
- The league must purchase an ABWA gift membership for each scholarship awarded.



IMPACT SCHOLARSHIP PROMOTION

Sample Press Release

Date

Local contact person, phone number, e-mail address

For Immediate Release

(Include the Name of Your League) of the American Business Women's Association Offers *(Include the number of scholarships your league is sponsoring and the amount in the headline)*

(Include the Name of Your City) – The (Include the Name of Your League) of the American Business Women's Association (ABWA) is offering (Include the Number of Scholarships Being Sponsored by Your League) (Include the Amount of the Scholarship) Impact Scholarships funded through the Stephen Bufton Memorial Educational Fund to support area student(s).

Each year, the trustees of the Stephen Bufton Memorial Scholarships (SBMEF) awards scholarships to female students who will be attending accredited U.S. colleges, universities and community/vocational schools. Applicants must be citizens of the United States; residents of *(City, County, State); College Freshman, or Sophomore...* in August 2016 and attending *(Name of Institution, with a GPA of (3.0-4.0) or higher and (include any additional eligibility criteria).*

Eligible women interested in applying for the scholarship should contact:

(Include the Name of Scholarship/Professional Development Chair)

(Include the Name of the Sponsoring League)

(Include Mailing address and/or Email of Scholarship/Professional Development Chair)

Applications must be completed by *(Date)* at www.sbmf.org. A minimum of three (3) eligible applications are required in order for the scholarship to be awarded. The scholarship recipient(s) will be selected by the Board of Trustees. Scholarship recipients will be notified on *(Include Date)*.

ABWA's national educational fund, SBMEF, is one of the most highly respected grant and scholarship funds in the country. For more than 60 years, ABWA has helped women achieve their business and professional success through the Stephen Bufton Memorial Educational Fund. Since its inception, more than 16,000 women nationwide have been awarded more than 17 million dollars in scholarships.

The Stephen Bufton Memorial Educational Fund is a 501 (c) 3 charitable trust and public foundation. It has the same tax status as public schools, churches and community funds. The fund is listed in the U.S. Internal Revenue Service "Cumulative List of Organizations" described in Section 170(c) of the IRS code of 1954 – revised Oct. 31, 1974.

About the (name of league) and the American Business Women's Association

The *(Include the Name of League)* is a chartered *league* of the American Business Women's Association established in *(Year Chartered)* whose vision is to *(Include Your League's Vision Statement)*. Members from the *(Include the Name of the League)* meet the *(day, place and time)*.

More information about the leading association for working women and women business owners can be found at www.abwa.org or on Facebook

<http://www.facebook.com/pages/ABWA-A-place-to-connect-learn-and-grow/110652155635738>

IMPACT OR OUTRIGHT GRANT SCHOLARSHIP

Email Invite Sample

Dear *(Include the Name of Scholarship Applicant)*,

We are pleased to inform you that you are eligible to apply for a Stephen Bufton Memorial Educational Fund scholarship sponsored by *(Name of Sponsoring League)* of the American Business Women's Association. All SBMEF scholarship funds must be used for tuition, fees or books.

To apply, please complete the online application process at www.sbmeff.org. We've provided you with a user name and login password in the following section. Your academic transcript must be mailed directly from your school to:

*American Business Women's Association
9820 Metcalf Ave, Ste 110
Overland Park, Kansas 66212
Attention: SBMEF Administrator*

The Stephen Bufton Memorial Educational Fund (SBMEF) is one of the most highly respected grant and scholarship funds in the country. SBMEF helps women achieve their business and career goals through education. Since its inception, SBMEF has awarded more than \$17 million dollars in scholarships to thousands of women nationwide. We hope your name is added to the list of scholarship recipients!

The *(Include the Name of Your League)* is part of the American Business Women's Association (ABWA), a national network of business and professional women. ABWA has dedicated more than half a century to women's education and provided workplace skills and professional development to more than half a million women. When you enter America's workforce at the conclusion of your studies, consider joining the thousands of members that have discovered ABWA is the PLACE to BE. More information about ABWA can be found at www.abwa.org or by phone at 1-800-228-0007.

We will contact you again once the scholarship has been awarded. If you have questions regarding the application process, please contact *(Name and Email of the Scholarship Chair)*.

Best of luck!

*(Name of Scholarship Chair)
(Name of the Sponsoring League)
(Mailing Address for League and/or Email)*