



Florida Partnership

Scholarship Recipients' Instructions for AP Summer Institutes 2010

To make the Florida Partnership Scholarship Recipient funds request process as quick and easy as possible, please completely review the following information and make special note of any new procedures or requirements for the 2010 AP Summer Institutes.

FLORIDA PARTNERSHIP SCHOLARSHIP RECIPIENTS:

The Florida Partnership has provided a limited number of scholarships for designated Florida Partnership public school teachers to attend AP Summer Institutes. Each scholarship recipient is also eligible to receive a \$100 per day stipend. You must complete the institute in order to qualify for the stipend amount.

If you have received a Florida Partnership scholarship, you will receive the appropriate Scholarship Recipient Funds Request form during the summer institute. **You will be required to complete your stipend request form within 30 days following the conclusion of your workshop.**

PLEASE NOTE:

Stipend Request Forms must be received (not postmarked) in the Florida office no later than 30 days following the conclusion of your workshop. Due to contractual constraints, funds are limited and will not be available for stipend requests received after the 30-day window. Please make a note that this is beyond our control, and any funds request received in the Florida Office following the 30 days will **NOT** be processed.

Some scholarship recipients have found it beneficial to send their request by a tracking method so that they have confirmation of receipt by the Florida Partnership. **This is not required but recommended.** It is also recommended that you keep a copy of your request. If you choose not to use a tracking method for your request and wish to verify receipt, please do so before your 30-day window for application has expired.

Remember to allow up to 8 weeks from time of receipt of your request in our office for processing of your funds.

PLEASE REVIEW THE FOLLOWING INFORMATION FOR FORM SUBMITTAL VERY CAREFULLY

- Only Florida Partnership public school teachers who have been awarded a scholarship to attend an AP Summer Institute may apply for scholarship funds.
- If you have been awarded more than one scholarship, use a new request form for each institute you attend.
- **Do Not Use Red Pen To Complete Any Section Of The Form.**
- A copy of your **certificate of participation** MUST be attached to your request for attendance verification. Please keep your original certificate for your records.
- A completed **IRS W-9 form** must also be attached to your request.

- Scholarship recipients are responsible for re-paying any district or school funds advanced to them or expenses covered by a district or school credit card.
- Please note that submitting falsified information is unlawful and a violation of the *Professional Code of Conduct*.

CONTACT INFORMATION AND INSTITUTE ATTENDANCE

- The Contact Information and Institute Attendance sections must be completed for your request to be processed.
- Make sure to fully list your name, social security number, home mailing address, and phone number(s). Also please complete a home and school e-mail address so that we may reach you regarding any problems with your submission.
- Remember, all items in this section must be completed for your submission to be processed. Social Security numbers are required by both the IRS and the Florida Department of Education for processing of your request.
- Also make sure to enter the name of the institute you attended, the city in which it was held, dates of the institute, subject you attended, and the number of institute days.

STIPEND REQUEST SECTION:

- To qualify for a stipend, each scholarship recipient must attend the entire institute (all 3, 4 or 5 days depending on the institute).
- Scholarship recipients who qualify will receive up to a maximum of a \$500 stipend, based on \$100 per institute day. Please note that stipends are considered taxable income.
- **Your name is required on this page in this section**, this will be the only place your name will be listed on the second page and the only way to identify to whom this page belongs should the pages become separated.
- Make sure to enter the number of institute days and calculate your total Stipend Request.
- Your stipend cannot exceed the maximum allowance per event day listed on this page.

Again, please note that **Stipend Request Forms must be received (not postmarked) in the Florida office no later than 30 days following the conclusion of your workshop.** Remember to fully complete both the contact and institute sections as well as list your name in the Stipend Request section on the second page and attach all necessary receipts and documentation to expedite processing of your scholarship funds.

CONTACT MANDY WEBB AT AWEBB@COLLEGEBOARD.ORG IF YOU NEED ASSISTANCE COMPLETING THE FORM.