

BOOKSTORE SCHOLARSHIP DISBURSEMENT POLICY

I. NAME

This document shall be called the Bookstore Scholarship Disbursement Policy.

II. PURPOSE

The purpose of this policy is to formalize the process in which available bookstore scholarship funds from Follett are distributed to students.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Businesses Committee (ASBC) and the Associated Students Board of Directors (AS BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the ASBC and reported to the BOD.

V. GUIDELINES

- A. Available Bookstore Scholarship funds will be distributed at the beginning of the semester to all AS student employees who fulfill the following requirements:
 1. Have worked for the AS for a minimum of one year.
 - a. Under special circumstances the AS Vice President of Business and Finance and the Executive Director can grant an exemption.
 2. Have zero write-ups.
- B. The AS Vice President of Business and Finance is responsible for selecting the student organizations, campus programs or departments that will receive the remaining bookstore scholarship funds from the Chico State Wildcat Store.
- C. Funds received by both AS Employees and students from the chosen departments/programs or student organizations must be used for purchases relating to the promotion of academic success and/or campus community and must be purchased from the Wildcat Bookstore.
- D. A list of programs or organizations that have received the funds will be kept and maintained by the AS Vice President of Business and Finance and ASBC.
- E. A student organization or campus program cannot receive the scholarship funds again until a minimum of four years have passed since their last award date.
- F. Once the student organizations, campus programs or departments have been selected, it is the responsibility of the organization president or program director to compile a list of student award recipients with their *full name* and *Student ID Number*.
- G. Student employees who have received the Bookstore Scholarship within the same year are not eligible for student organization or campus program awards that year.
- H. This list shall be sent to the appropriate body to ensure the student award

BOOKSTORE SCHOLARSHIP DISBURSEMENT POLICY

Page 2

recipients receive the bookstore scholarship funds when they present their Wildcat ID Card.

Approved ASBC: 4/30/18

Approved BOD: 5/9/18

Approved BOD: 3/2/22

Approved ASBC: 3/4/25

Approved BOD: 3/5/25