



# New Berlin CUSD #16

600 N. Cedar St., New Berlin, IL 62670

(217) 488-2040

www.pretzelpride.com

## Luke Alexander Memorial Book Scholarship

### *Scholarship Fund Administration Procedures*

#### Purpose

The Luke Alexander Memorial Book Scholarship was established to provide financial assistance to selected senior students who plan to attend or are enrolled at Lincoln Land Community College for the purpose of purchasing required textbooks and educational materials.

#### Establishment of Activity Account

The School District shall establish a separate activity account titled **Luke Alexander Memorial Book Scholarship Fund** to receive, hold, and administer all scholarship donations and disbursements.

#### Receipt of Funds

1. All donations shall be submitted to the District Business Office.
2. Donations shall be deposited into the designated activity account in accordance with District financial procedures.
3. The Business Office shall maintain accurate records of all deposits, balances, and expenditures associated with the scholarship fund.

#### Scholarship Selection

1. Scholarship recipients shall be selected annually based on criteria established by the donor and/or designated scholarship committee.
2. The scholarship committee may include school counselors, administrators, and other designated staff members.
3. Documentation of recipient selection shall be maintained by the District.

#### Distribution of Scholarship Funds

1. Scholarship funds shall be used solely for the purchase of textbooks, course materials, or other approved educational supplies.
2. Payments may be made directly to the student, bookstore, or educational institution upon verification of enrollment and eligible expenses.
3. All disbursements shall follow District purchasing and accounting procedures and require appropriate approval documentation.

Jill Larson  
Superintendent

Hattie Llewellyn  
High School Principal

Brandon Radford  
Jr. High Principal

Matthew Jokisch  
Elementary Principal

Tyler Berola  
Elementary Assistant Principal



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## Recordkeeping and Oversight

1. The Business Office shall maintain annual financial records for the scholarship account.
2. Any unused funds shall remain in the activity account for future scholarship awards unless otherwise directed by the donor agreement.
3. The District reserves the right to review and audit the account in accordance with standard financial oversight practices.

## Annual Review

These procedures may be reviewed periodically by the District administration and updated as necessary to ensure compliance with District policies and sound financial management practices.

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