

KABA Procedures For Awarding Scholarships

Process:

1. Contact the KABA Executives and let them know of your intention to award a scholarship. This can either be a one-time scholarship or an annual awarding.
2. Create a one page description of the scholarship which will include the following information:
 - a. Amount of the award
 - b. Who is eligible
 - c. Application process and procedures
3. Create a one-page application form for the scholarship
4. You must run all payments for scholarships through the Newport High School Career Center. There will be some promotional and financial advantages to doing so. (For example, if the amount exceeds \$600 and is payable directly to the individual, then Form 1099 must be submitted to the IRS. By using the Career Center, the payments are made directly to the educational institution and, therefore, are not taxable to the individual.)

