

APPENDIX

ATTACHMENTS

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ATTACHMENT 6.19.1

SCHOLARSHIP PROCEDURES

Here are the procedures for selecting the five (5) AASFAA Scholarship recipients at the AASFAA Conference:

1. Prior to the conference, prepare 5 – 9” x 12” envelopes for the AASFAA financial aid professionals who receive the scholarship notices. These envelopes contain a selection notice to the aid administrator, a notice (with envelope) for the selected scholarship recipient, and a sample invoice for the aid administrator to request scholarship funds from AASFAA. (Attachments 6.19.2-6.19.3).
2. At the AASFAA Conference, meet with the Treasurer after the initial registration to pick recipients from the registrants attending the meeting. The committee needs to select five (5) individuals from Alabama colleges and universities only. The selections must be random – alphabetically and numerically. For example, from a basket of sheets for the various letters of the alphabet you might pick the letter ‘D’. Now, from a basket of numbers, you might pick the number ‘42’. So, you look for the 42nd name on the roster of attendees with a last name beginning with a ‘D’. If the name drawn is for a person who is not from an Alabama college or university, discard it and select again.
3. As each name is selected, write the name of the financial aid administrator and their institution on the appropriate 9” x 12” envelope and provide these materials to the AASFAA President, who will announce the recipients at the Banquet and hand the envelopes to the financial aid administrators selected. You also should provide the information to the Secretary to record in the minutes and the current Treasurer Elect for budget purposes.

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ATTACHMENT 6.19.2.a.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Dear Financial Aid Administrator:

Congratulations.

Your institution has been selected in a random drawing to receive the _____ **Legacy Scholarship**, one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc.

These five scholarships are awarded in memory or honor of members who served the association and are a fitting way for the association to do our part to assist students who need our help in achieving their educational goals. This scholarship program provides \$5,000 in assistance to students annually.

We have included with this material a brochure that explains the Legacy Scholarship Program and an envelope with information for you to provide the _____ **Legacy Scholarship** recipient you select.

We appreciate this opportunity to serve one of your students.

Sincerely,

Scholarship Chairperson
Alabama Association of Student
Financial Aid Administrators, Inc.
enclosures

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ATTACHMENT 6.19.2.b.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, *Shirley Speer*.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level studies. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

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ATTACHMENT 6.19.2.c.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, *Floyd Johnston*.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level studies. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

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ATTACHMENT 6.19.2.d.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, ***Bill Gentry***.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

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ATTACHMENT 6.19.2.e.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished member, ***Theresa Duke.***

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

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ATTACHMENT 6.19.2.f.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in honor of a longtime member, ***Dr. William H. Wall.***

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

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ATTACHMENT 6.19.3

Sample Scholarship Invoice

The following type of scholarship invoice should be used to request scholarship payment for a student selected by the financial aid administrator at the institution designated to receive scholarship funds for the year. Scholarship awards are for an amount not to exceed \$1,000 for one academic year. Funds should be requested only for students scheduled to be enrolled during the academic year. Funds may be disbursed only to students enrolled at least half-time and having a financial need for the academic year at least equal to the amount of the scholarship. Funds may be disbursed during any term of at least six weeks duration. Only one request for payment should be submitted for each scholarship recipient.

Invoice

Date

TO: Name of AASFAA Treasurer

**Institution
Address
City, State ZIP**

FROM: Name of Institution Awarded Scholarship

**Institution
Address
City, State ZIP**

Please forward (Amount up to \$1,000) for the following student selected to receive the (Name of the scholarship) Scholarship:

**Name of Student
Student Identifier (Student Number)**

I understand payment will be issued jointly to the student and to the institution and agree that monies will be disbursed only after the student has enrolled for an eligible term at the institution.

Signature of Financial Aid Administrator Date

ATTACHMENT 9.2.1.a

AASFAA

M. CECIL PADGETT OUTSTANDING ACHIEVEMENT AWARD

IS PRESENTED TO

(Name of Individual)

IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO HIGHER EDUCATION

AND STUDENT ASSISTANCE PROGRAMS IN ALABAMA

ALABAMA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

(Date)

ATTACHMENT 9.2.2.b

AASFAA

JOHN H. BUCHANAN, JR. DISTINGUISHED SERVICE AWARD-

IS PRESENTED TO

(Name of Individual)

IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO HIGHER EDUCATION

AND STUDENT ASSISTANCE PROGRAMS IN ALABAMA

ALABAMA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

(Date)

ATTACHMENT 9.2.5.a

AASFAA

PRESENTED TO

(Name)

IN RECOGNITION OUTSTANDING SERVICE

AS (NAME OF OFFICE)
(YEAR)

ATTACHMENT 9.2.6.a

AASFAA

SPECIAL AWARD OF MERIT

PRESENTED TO

(Name)

IN RECOGNITION OUTSTANDING SERVICE

TO AASFAA AND THE STUDENT FINANCIAL AID PROFESSION

(YEAR)

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ATTACHMENT 10.1.a

ANNUAL MEMBERSHIP DUES

1968 – 2013	\$15
2013 – 2014	\$25
2014 – 2015	\$25
2015 – 2016	\$25
2016 – 2017	\$25
2017 – 2018	\$25

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ATTACHMENT 10.2.1.a

ANNUAL CONFERENCE LOCATIONS & FEES

	FALL		SPRING	
	LOCATION	FEE	LOCATION	FEE
2003 – 2004	Auburn Conference Center	\$60	Perdido Beach Resort	\$200
2004 – 2005	Tutwiler Hotel Birmingham	\$60	Perdido Beach Resort	\$200
2005 – 2006	Holiday Inn Huntsville	\$60	Perdido Beach Resort	\$200
2006 – 2007	Auburn Dixon Conference Center	\$60	Perdido Beach Resort	\$200
2007 – 2008	Auburn Hotel Dixon Conference Center	\$60	Perdido Beach Resort	\$200
2008 – 2009	Marriott Shoals Florence	\$60	Perdido Beach Resort	\$200
2009 – 2010	AUM	\$60	Guntersville State Park	\$200

2010 – 2011	AUM	\$60	Guntersville State Park	\$200
2011 – 2012	AUM	\$60	Guntersville State Park	\$200
2012 – 2013	AUM	\$60	Guntersville State Park	\$200
2013 – 2014	AUM	\$60	Battle House Hotel & Spa	\$200
2014 – 2015	AUM	\$60	Auburn Hotel & Dixon Conference Center	\$200
*Samford University Support Staff				Free
2015 – 2016	AUM	\$60	Battle House Hotel & Spa	\$325
				*HC Trenholm NASFAA Credential \$25
2016—2017	AUM	\$60	Marriot Shoals Hotel & Spa	\$325
				*HC Trenholm NASFAA Credential \$25
2017—2018	AUM	\$60	Perdido Beach Resort	\$325
				*HC Tenholm NASFAA Credential \$25

ATTACHMENT 10.5.1.1

MILEAGE REIMBURSEMENT RATES

<=2014	IRS Federal Rate	
October 2014 – June 2015	IRS Non-Profit Rate	.146/mile
July 2015 – Present	by Executive Board	.25/mile

ATTACHMENT 11.5.1.a

2014-2015 AASFAA SPONSORSHIP PACKAGES*

2015-2016 AASFAA SPONSORSHIP PACKAGES*

2018-2019 AASFAA SPONSORSHIP PACKAGES*

Tier 1 – Platinum Sponsor - \$1,600.00

+++A value of OVER \$2,500.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*
- 2 – Banner Ad on AASFAA website for one year (August 2014 – July 2015)
- 3 – Special Recognition at the luncheon at the one day Fall Training Workshop
- 4 – Recognition of support at Fall Training Workshop and Annual Conference
- 5 – Flyer insert for Fall Training Workshop and Annual Conference packets
- 6 – 1/2 page Ad in the Fall Training Workshop Program and the Annual Conference Full Program
- 7 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
- 8 – One Complimentary Fall Workshop Registration with paid membership fee*
- 9 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee.
- 10 – May bring a standing floor sign to the Fall Training Workshop to be set along the wall of the meeting room.
- 11 – Priority location based on full payment by September 25, 2014 for the Annual Conference.

12 – List of attendees for the Fall Training Workshop and the Annual Conference

*Sponsor would receive one complimentary Fall Training Workshop Registration, but would need to pay current Membership Fee and current Annual Conference Registration Fee.

Tier 2 – Gold Sponsor - \$1,400.00

+++A value of OVER \$2,050.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*
- 2 – Banner Ad on AASFAA website for one year (August 2014 – July 2015)
- 3 – Recognition of support at the Annual Conference
- 4 – Flyer insert for the Annual Conference packets
- 5 – 1/2 page Ad in the Annual Conference Full Program
- 6 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
- 7 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee
- 8 – List of attendees for the Annual Conference

*Sponsor would need to pay current Membership Fee and current Annual Conference Fee.

Tier 3 – Bronze Sponsor - \$1,200.00

+++A value of OVER \$1,550.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*

- 2 – Recognition of support at the Annual Conference
 - 3 – Flyer insert for the Annual Conference packets
 - 4 – 1/2 page Ad in the Annual Conference Full Program
 - 5 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee.
 - 6 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
 - 7 – List of attendees for the Annual Conference
- *Sponsor would need to pay current Membership Fee and Annual Conference Fee.

*As approved by the Executive Board for 2014-2015. Approved by the Executive Board for 2015-2016.

ATTACHMENT 11.5.2.a

ADDITIONAL SPONSORSHIP OPPORTUNITIES*

- Exhibit at Annual Conference
 \$1,000.00
 -Includes one Exhibit Booth (must pay current Membership Fee and Annual Conference Fee)
- Banner Ad on AASFAA website for one year
 \$ 500.00
 -August 201X – July 201X
- Sponsorship of Printed Materials for Fall Training Workshop or Annual Conference
 \$ 350.00
- One Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
 \$ 300.00
- Sponsorship support for Fall Training Workshop \$ 300.00
- 1/2 page Ad in the Fall Training Workshop Program or the Annual Conference Full Program
 \$ 150.00
- 1/4 page Ad in the Fall Training Workshop Program or the Annual Conference Full Program
 \$ 100.00
- Flyer insert in packets at the Fall Training Workshop or the Annual Conference
 \$ 100.00
- Standing floor sign at the Fall Training Workshop \$ 100.00

***Affiliates who choose not to exhibit may attend the Fall Workshop and the Annual Conference, but will be required to participate at the attendance level by paying the membership fee and workshop/conference registration fee and will also be required to pay the required \$500.00 conference fee minimum for Professional Affiliates.

*As approved by the Executive Board for 2014-2015. Approved by the Executive Board for 2015-2016. Approved by the Executive Board for 2018-2019.