




**OFFICE OF THE SUPERINTENDENT**  
LONG BRANCH PUBLIC SCHOOLS  
540 Broadway, Long Branch, New Jersey 07740

*"Together We Can, Juntos Nós Podemos, Juntos Podemos"*

**FRANCISCO E. RODRIGUEZ**  
Superintendent of Schools

**PETER E. GENOVESE III, RSBO, QPA**  
School Business Administrator  
Board Secretary  
732-571-2868 x 40100  
Fax: 732-229-0797

September 2023

**TO:** Guidance Department  
**FROM:** Peter E. Genovese III, RSBO, QPA   
School Business Administrator / Board Secretary  
**RE:** Scholarship Procedures

Please accept this letter outlining certain protocols in place which should help guide you in the Scholarship process this 2023-2024 school year.

1. **Scholarship Balance Report** (Attachment 1) – This report, sent monthly by the Business Office, will provide you with current Scholarship balances. The Guidance Department is to request an updated report prior to determining this school year's Scholarships to be awarded. This will ensure funds are available in the Scholarship accounts.
2. **Scholarship Benefactor Letter** (Attachment 2) – This letter will be sent to Benefactors whose Scholarship balances fall below \$100 and have had no deposits in the past year. There is a letter attached to be used as an example and should be modified to personalize each Scholarship Benefactor's situation.
3. **Request to Close Scholarship Account** (Attachment 3) – This form is to be completed and signed by the Director of Guidance no later than November 1<sup>st</sup> and forwarded to the Business Office. Scholarship balances that fall below \$100 which have had no activity in the past year nor are expected to be replenished, should be closed. Any remaining balances in these accounts will be distributed evenly among the remaining active Scholarship accounts. Benefactor Letter needs to be sent out and confirmation received, prior to closing the Scholarship.
4. **Scholarship Ceremony Pamphlet** – This pamphlet, created by the Guidance Department, will be forwarded to the Business Office on the next business day after the Scholarship Ceremony.

5. **Authorization for Payment of a Scholarship Award Packet** (Attachment 4) – This packet is to be completed and signed by the Director of Guidance and approved by the Board Secretary or Assistant Board Secretary. The Scholarship Recipient must be listed in the Scholarship Ceremony Pamphlet and must have enrolled in a two-year / four-year University or as determined by the Guidance Committee as well as meet the guidelines established for the Scholarship. Packets must include proof of enrollment and scholarship application.
6. **Scholarship Checks** – Upon receiving and approving the Authorization for Payment of a Scholarship Award Packet, a check request will be made to the bank by the Business Office. The Business Office will then notify you when the Scholarship Check is ready for pick-up.

Please do not hesitate to contact the Business Office at 732-571-2868, extension 40152 with any questions.

PEG/sdz  
Attachments

DATE

Scholarship Benefactor's Name  
Address

RE: \_\_\_\_\_ Scholarship Fund

Dear \_\_\_\_\_,

I would like to take this opportunity to thank you for your generosity in funding the \_\_\_\_\_ Scholarship. Each year we look towards awarding as many scholarships as possible in an effort to make an impact to the many scholarship applicants. Your scholarship alone has been awarded to numerous recipients over the years, helping Long Branch graduating seniors achieve their goals.

As we start the new school year, we are getting ready to list our Scholarships with available funds for this year's graduating Seniors. If you wish to replenish the \_\_\_\_\_ Scholarship Fund, we will gladly keep it open and make it accessible to future recipients.

Again, Long Branch cannot thank you enough for making the \_\_\_\_\_ Scholarship possible.

Sincerely,

Jenna Camacho  
Director of Guidance  
732-229-7300 ext 41250

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\_\_\_\_\_ I wish to keep the \_\_\_\_\_ Scholarship available and have enclosed a donation.

\_\_\_\_\_ You may close the \_\_\_\_\_ Scholarship Fund.

Please sign below:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**LONG BRANCH PUBLIC SCHOOLS  
BUSINESS OFFICE**

**REQUEST TO CLOSE SCHOLARSHIP ACCOUNT**

Scholarship Accounts which have fallen below \$100 will be listed below.

Please initial and mark with an "X" those accounts to be closed.

Please "✓" if letter has been sent and confirmation to close has been received by Benefactor:

As of September 7, 2022

|                         |       |               |               |               |                                 |
|-------------------------|-------|---------------|---------------|---------------|---------------------------------|
| <u>(SAMPLE)</u>         | 0.00  | <u>X</u>      | <u>AP</u>     | <u>✓</u>      | Benefactor wishes to close Acct |
| <u>1974 LB BASEBALL</u> | 0.24  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>AARON</u>            | 0.05  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>BORELLI</u>          | 0.39  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>EL QUETZAL</u>       | 1.66  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>HENNELLY</u>         | 0.68  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>LBSCA</u>            | 0.78  | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>MANZI</u>            | 26.46 | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>      </u>           |       | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>      </u>           |       | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
| <u>      </u>           |       | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |
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| <u>      </u>           |       | <u>      </u> | <u>      </u> | <u>      </u> | Benefactor wishes to close Acct |

**Above Scholarship Accounts marked with an "X" and initialled are to be closed.**

\_\_\_\_\_  
**DIRECTOR OF GUIDANCE**

\_\_\_\_\_  
**DATE**

|                             |
|-----------------------------|
| <b>BUSINESS OFFICE ONLY</b> |
|-----------------------------|

Board Secretary or Assistant Board Secretary Approval: \_\_\_\_\_



LONG BRANCH PUBLIC SCHOOLS  
LONG BRANCH, NEW JERSEY

LONG BRANCH SCHOLARSHIP FUND  
AUTHORIZATION FOR PAYMENT OF A SCHOLARSHIP AWARD

\_\_\_\_\_  
(Scholarship Recipient's Full Name)

Purpose: \_\_\_\_\_

Scholarship Account Charged: \_\_\_\_\_

Criteria: \_\_\_\_\_

\_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Amount of Check: \_\_\_\_\_ Semester: \_\_\_\_\_

**Declaration**

I have reviewed the requirements for the award of this scholarship and the recipient herein does qualify based on the criteria provided by the donor.

Director of Guidance: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**BOARD OFFICE USE ONLY**

Board Secretary or Assistant Board Secretary Approval: \_\_\_\_\_

Paid by Check # \_\_\_\_\_ Date of Check: \_\_\_\_\_

1. All items must be completed to process a request for payment.
2. Requestor must sign where indicated.
3. Copy of application.
4. Proof of verification of enrollment.

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**GUIDANCE OFFICE USE**

Received by (student/guardian): \_\_\_\_\_ Date: \_\_\_\_\_