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Form 990-EZ

Department of the Treasury
Internal Revenue ServiceShort Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

2009

Open to Public
Inspection

A For the 2009 calendar year, or tax year beginning

and ending

- B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization

SISTER CITIES ADVISORY BOARD

C/O WILLIAM KEEL

Number and street (or P.O. box, if mail is not delivered to street address)

1906 BARKER ST.

City or town, state or country, and ZIP + 4

LAWRENCE, KS 66046

D Employer identification number

48-1136430

E Telephone number

(785) 864-4657

F Group Exemption Number

▶

Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method: ☒ Cash ☐ Accrual
Other (specify) ▶

I Website: ▶ N/A

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)J Tax-exempt status (check only one) — ☒ 501(c) (3) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 75,634.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

1	Contributions, gifts, grants, and similar amounts received	1	17,206.
2	Program service revenue including government fees and contracts	2	54,205.
3	Membership dues and assessments	3	3,725.
4	Investment income	4	458.
5a	Gross amount from sale of assets other than inventory	5a	
b	Less: cost or other basis and sales expenses	5b	
c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
b	Less: direct expenses other than fundraising expenses	6b	
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	
7a	Gross sales of inventory, less returns and allowances	7a	
b	Less: cost of goods sold	7b	
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
8	Other revenue (describe ▶ MISCELLANEOUS INCOME)	8	40.
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	75,634.
10	Grants and similar amounts paid (attach schedule) STMT 3	10	26,350.
11	Benefits paid to or for members	11	
12	Salaries, other compensation, and employee benefits	12	
13	Professional fees and other payments to independent contractors	13	1,141.
14	Occupancy, rent, utilities, and maintenance	14	
15	Printing, publications, postage, and shipping	15	470.
16	Other expenses (describe ▶ SEE STATEMENT 1)	16	72,863.
17	Total expenses. Add lines 10 through 16	17	100,824.
18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-25,190.
19	Net assets or fund balances at beginning of year (from line 21, column (A) (must agree with end-of-year figure reported on prior year's return))	19	62,523.
20	Other changes in net assets or fund balances (attach explanation)	20	
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	37,333.

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

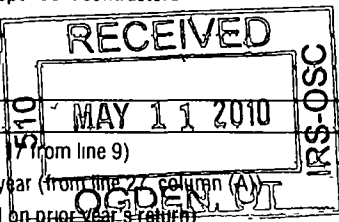
(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	76,873.	38,508.
23 Land and buildings		
24 Other assets (describe ▶)		
25 Total assets	76,873.	38,508.
26 Total liabilities (describe ▶ SEE STATEMENT 2)	14,350.	1,175.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	62,523.	37,333.

932171 02-08-10 LHA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2009)

SCANNED JUN 02 2010



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Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

for others)

28a	99,663.
-----	---------

29a

30a

31a

32	99,663.
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e instructions for Part IV)

Contributions	
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Part IV	List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)
---------	--

[illegible]

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		X
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes		X
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b If "Yes," has it filed a tax return on Form 990-T for this year?	N/A	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Sch. N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. 0.		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X
b If "Yes," complete Schedule L, Part II and enter the total amount involved N/A		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 N/A		
b Gross receipts, included on line 9, for public use of club facilities N/A		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 0. ; section 4912 0. ; section 4955 0.		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 0.		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization 0.		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		X
41 List the states with which a copy of this return is filed. NONE		
42a The organization's books are in care of KELLY HERNDON Telephone no. 785-856-3183 Located at 4608 HEARTHSIDE DRIVE, LAWRENCE, KS ZIP + 4 66049		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
If "Yes," enter the name of the foreign country. See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?		X
If "Yes," enter the name of the foreign country. Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here		
43 and enter the amount of tax-exempt interest received or accrued during the tax year 43 N/A		
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ		X

Form 990-EZ (2009)

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51

- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization a section 527 organization?
- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
46		X
47		X
48		X
49a		X
49b		

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

f Total number of other employees paid over \$100,000

- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

NONE

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	Signature of officer <i>William Keel</i>		Date <i>May 6, 2010</i>	
Paid Preparer's Use Only	Type or print name and title <i>William Keel, Chair, Lawrence Sister Cities Advisory Board</i>			
	Preparer's signature <i>Patricia L. Webb</i>	Date <i>05/03/10</i>	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (See instr.)
Firm's name (or yours if self-employed), address, and ZIP + 4 LOWENTHAL, WEBB & ODERMANN, P.A. 900 MASSACHUSETTS, SUITE 301 LAWRENCE, KS 66044-2868		EIN Phone no. (785) 749-5050		

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

Form 990-EZ (2009)

SISTER CITIES ADVISORY BOARD

Schedule A (Form 990 or 990-EZ) 2009 C/O WILLIAM KEEL

48-1136430 Page 2

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	5,880.	5,500.	7,570.	9,340.	13,431.	41,721.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	9,800.	11,360.	12,000.	12,000.	7,500.	52,660.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	15,680.	16,860.	19,570.	21,340.	20,931.	94,381.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						94,381.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	15,680.	16,860.	19,570.	21,340.	20,931.	94,381.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	297.	1,140.	1,740.	1,263.	458.	4,898.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)					40.	40.
11 Total support. Add lines 7 through 10						99,319.
12 Gross receipts from related activities, etc. (see instructions)					12	261,057.

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

- 14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f)) 14 95.03 %
- 15 Public support percentage from 2008 Schedule A, Part II, line 14 15 95.03 %
- 16a **33 1/3% support test - 2009.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒
- b **33 1/3% support test - 2008.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐
- 17a **10% -facts-and-circumstances test - 2009.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐
- b **10% -facts-and-circumstances test - 2008.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐
- 18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Schedule A (Form 990 or 990-EZ) 2009

Part III Support Schedule for Organizations Described in Section 509(a)(2) (Complete only if you checked the box on line 9 of Part I.)**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support (Add lines 9, 10c, 11, and 12)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2009.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

FORM 990-EZ	OTHER EXPENSES	STATEMENT	1
DESCRIPTION		AMOUNT	
TRAVEL PROGRAM PARTICIPANT		50,455.	
FUNDRAISING EVENT		234.	
DUES AND SUBSCRIPTIONS		680.	
BANK SERVICE CHARGES		20.	
SCHOLARSHIP DINNER EXPENSE		2,756.	
MISCELLANEOUS		121.	
HOSTING EXPENSE		11,759.	
ART EXHIBIT		150.	
PROMOTION		1,522.	
SCHOLARSHIPS		5,166.	
TOTAL TO FORM 990-EZ, LINE 16		72,863.	

FORM 990-EZ	OTHER LIABILITIES	STATEMENT	2
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
EUTIN EXPENSES	13,000.	0.	
PREPAID MEMBERSHIPS	1,350.	1,175.	
TOTAL TO FORM 990-EZ, LINE 26	14,350.	1,175.	

FORM 990-EZ

CASH GRANTS AND ALLOCATIONS

STATEMENT 3

CLASS OF ACTIVITY/GRANTEE'S NAME AND ADDRESS	GRANTEE'S RELATIONSHIP	AMOUNT
DOUGLAS COUNTY COMMUNITY ACTIVITIES DOUGLAS COUNTY COMMUNITY FOUNDATION 900 MASSACHUSETTS LAWRENCE, KS 66044	NONE	26,350.
TOTAL INCLUDED ON FORM 990-EZ, LINE 10		26,350.

FORM 990-EZ

INFORMATION REGARDING TRANSFERS
ASSOCIATED WITH PERSONAL BENEFIT CONTRACTS

STATEMENT 4

- A) DID THE ORGANIZATION, DURING THE YEAR, RECEIVE ANY FUNDS,
DIRECTLY OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL
BENEFIT CONTRACT? [] YES [X] NO
- B) DID THE ORGANIZATION, DURING THE YEAR, PAY PREMIUMS,
DIRECTLY OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT? . . [] YES [X] NO

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STATEMENT 5

TO FURTHER GLOBAL UNDERSTANDING AMONG CITIZENS OF DIFFERENT LANDS.

Revised: 4/16/10

Current Vacancy; Eligible for Reappointment, Will become Vacant

Sister Cities Advisory Board

Kathleen Hodge 233 Arizona Pl., 66049 Email: khodge@ftiinc.com	(h) 832.1404 (w) 865.1400 (f) 865.1441	01/08/08 – 12/31/10 Fifth 11/30/04 – 12/31/07 Fourth (01/02/02 – 12/31/04 –Third)
Jon Josserand 931 Missouri Street, 66044 email: jonjosserand@gmail.com	(h) 843.1948 (w) (f)	01/08/08 – 12/31/10 Third (11/30/04 – 12/31/07 Second) (02/05/02 – 12/31/04 First)
Ken Albrecht 1885 Republic Rd., 66044 Email: kenalbrecht@lpco.net	(h) 841.5806 (w) (cell)	03/04/08 – 12/31/10 (rplcd Bjorge) (friends of Eutin Rep)
Dennis Christilles 4202 Teal Dr., 66047 Email:	(h) 749.2187 (w) (f)	10/27/09 – 12/31/10
Kelly Herndon 4608 Hearthside Drive, 66049 Email: kelly.herndon@sunflower.com	(h) (w) (f)	03/25/08 – 12/31/10 (rplcd Kreicker)
William Keel 1906 Barker, 66046 Email: Wkeel@ku.edu	(h) 841.6747 (w) 864.4657 (f) 864.4298	01/20/09 – 12/31/11 Fourth 12/06/05 – 12/31/08 Third 12/10/02 – 12/31/05 Second
James Hilliard 505 Shoal Ln., 66045	(h) (w) 841.8237 (f)	04/13/10 – 12/31/11 (rplcd Tsubaki)
Gina Ross 218 Arizona, 66049 email: jar_ks@hotmail.com	(h) 842.6092 (w) (f)	01/20/09 – 12/31/11 Third 12/06/05 – 12/31/08 Second 12/10/02 – 12/31/05 First
Richard Ground 216 Earhart Circle, 66049-4739 Email: richardlynnnground@hotmail.com	(h) 856.3243 (w) (f)	01/20/09 – 12/31/11 Second (12/06/05 – 12/31/08 First rplcd Reiber)
Michael Kennedy P.O. Box 95, 66044 Email: mkenedy@saint-johns.net	(h) 766.6679 (w) 843.9511 ext. 104 (f)	01/20/09 – 12/31/11 Second 12/06/05 – 12/31/08 First 02/25/03 – 12/31/05 (friends of Hiratsuka Rep)
Linda Hyler 2213 Riviera Drive, 66047 lhylar@usd497.org	(h) 842.8990 (w) (f)	11/17/09 – 12/31/12 Second (12/19/06 – 12/31/09 First) (05/25/04 – 12/31/06 rplcd Simek)
Bob Schumm 1720 St. Andrews Dr., 66047 Schumm@sunflower.com	(h) 842.6729 766.0888 (w) 842.7337 OR 842.7354 (f) 842.4025	11/17/09 – 12/31/12 Fifth (12/19/06 – 12/31/09 Fourth) (11/18/03 – 12/31/06 Third) (12/19/00 – 12/31/03 Second)
Bob Moody 703 N. 3 rd Street, 66044 Email: bmoody@sunflower.com	(h) 841.5946 (w) (f)	11/17/09 – 12/31/12 Second (01/09/07 – 12/31/09 First) (rplcd Immel)
Darrel Ward 922 N. 1800 Rd., 66049 Ward.darrel@gmail.com	(h) 760.1231 (w) (f)	11/24/09 – 12/31/12 First

CITY LIAISON:

Cynthia Wagner, Assistant City Manager. Phone: 832.3402
Email: cwagner@ci.lawrence.ks.us

Lawrence Sister City Advisory Board

Scholarship Policies

[Revised 10 November 2004]

- A. The \$2,500 received annually from the City of Lawrence for student scholarships will be divided equally among the school exchange programs to offset program costs, effectively reducing the program fee for all student participants.
- B. At the beginning of the fall semester, the Treasurer will determine the amount of scholarship money available to be awarded for the following summer. The total amount of scholarship money shall not exceed 25% of the available funds in the scholarship account at the beginning of the school year (on or about September 1).
- C. Scholarships are awarded on the basis of student/family financial need and without regard to program equity (i.e., the same amount of money being awarded to students in each program).
- D. Scholarship awards will be based on the following:
 - awards will be made on the basis of demonstrable financial need;
 - no award to an individual student may exceed 75% of the exchange program cost;
 - the actual amount of a scholarship award will be based on the following factors:
 - the financial need of the applicant,
 - the number of eligible applicants in a given year,
 - and the total amount available for scholarships;
 - prior awardees may not apply for a scholarship award for another exchange program.
- E. Scholarship applications will be provided to the coordinators of each school exchange program at the beginning of the school year. Program coordinators will return completed applications to the chair of the scholarship committee by mid-November. Scholarship awards will be announced to each program director in early December.

Timeline:

early September	Amount available for scholarships for the following summer determined.
mid-September	Scholarship application sent to exchange program coordinators
September/October	Scholarship applications distributed to students.
early November	Applications returned to exchange program coordinators
mid-November	Coordinators submit completed applications to scholarship chair.
early December	Scholarship committee announces scholarship awards to coordinators.