

**Lilly Endowment Community Scholarship Program
Book Stipend Student Instructions
Academic Year 2011-2012**

This instruction sheet is intended to answer some of the questions we are frequently asked about the \$800 annual book stipend. If you are not sure whether an item should be included please call your Community Foundation.

1. The stipend must be accounted for and unspent funds (\$25 or more) must be returned to your community foundation before the end of the academic year. If you have purchased everything you need and want to turn your report in sooner, great! **Students who do not complete and submit this form will not receive a book stipend for the 2012-2013 academic year.** If you have \$25 or less left over, you may keep the money and use it for general school supplies.
2. Please report all expenses, even if the total that you spent is greater than \$800. We want to know how much your books and required equipment cost in total.
3. The book stipend is intended to cover the major book and equipment costs of attending college. This **does not** include basic school supplies such as: paper, pens & pencils, folders, notebooks, planners, etc. It also is not intended to be used for the purchase of ink cartridges or other computer supplies that are not specifically required by a professor for a class. ****Campus print centers are typically available so that you won't have to bear this expense unless you decide to print documents in your room.**
4. **Education Majors** – PRAXIS test registration should not be included on your book stipend report. It is reimbursed separately. Please submit your registration receipt to your community foundation for reimbursement. Students who will be student teaching this year may list items that will be used in the classroom such as index cards, markers, etc. Please make a note that they are for student teaching.
5. **Keep your receipts, they are required!!!** If you purchase a text from another student please have that student sign a receipt that you can handwrite or type up, including the class name, text name and the amount paid. (If for some reason you cannot come up with the receipts you will need to do some research, call your community foundation to find out how to proceed.)
6. **Shopping online** – often students opt to buy books online through Amazon or other online retailers to take advantage of lower prices. We encourage you to shop in person or online, but to report the amounts you *actually paid* for your books, not the price you would have paid on campus, if you hadn't purchased them online. If you buy online, don't forget to include the shipping and handling in the price paid.

Examples of items that may be on your report:

Boots/Equipment for a horse-back riding class or other Phys. Ed. class	
Choir uniform/robe (for credit bearing courses)	
Zip drive, if required for a specific class	Cap & Gown for graduation
Nursing attire	Lab goggles, etc.
CDRs, other media for projects that must be recorded	
Any textbook or novel that is required for a course	
Film developing or supplies for photography course	

Examples of items that may not be on your report:

Miscellaneous supplies	Travel expenses of any kind (including a Passport)
Ink cartridges	GRE or other test preparation materials
Film or camera while studying abroad	
Uniforms, etc. for volunteer organizations or non credit bearing courses	

