

4-H Scholarship Request for Payment Procedure and Requirements

Use the following procedure to request payment for Level I Project Achievement scholarships, Level II Project achievement scholarships, 4-H college Scholarships earned through the application process, and select scholarships earned through livestock shows and Dairy Products Judging competitions.

Student Responsibility

A 4-H member is eligible to collect their Scholarship(s) after successfully completing a semester of college as a full-time student. Once they have completed a semester, they need to complete form F837 and send it to their agent, along with a transcript. Form F837 is attached and can also be located on the state 4-H website: <https://4h.tennessee.edu/wp-content/uploads/sites/47/2022/01/F837.pdf>.

Transcript Requirements

The transcript does not need to be official, but the following information is required:

- Student name printed on the transcript
- Major/Department
- GPA
- Proof that student is a full-time student
- Courses registered to take in the next semester

Agent Responsibility

Check for the following information:

- Check transcript requirements. Failure to include any of the information required on the transcript or form will delay the payment and/or process.
- Send request for payment either by:
 - Mail to the state 4-H office using the address on Form F837; OR
 - Use the UT Vault (a secure courier system) to send to Lori Gallimore (LBELEW@UTK.EDU). To use UT Vault, please go to <https://vault.utk.edu/>. Your Network I.D. and password are required.

• **NOTE: Do NOT use regular email to send personal documents.**

Student and Agent Responsibility AFTER Submitting Request for Payment

Shortly after the request for payment is complete, the agent will receive a letter notifying the check was sent to the school requested. In addition, donor information will be included in the letter. 4-H'ers should write a thank you note/letter. Donors are motivated to continue giving when they receive acknowledgment and appreciation for their generosity and interest in making it possible for a 4-H member to pursue an advanced education. Agents should follow up with the scholarship recipient to make sure this task has been completed.

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.

