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 scholarship s earned through livestock shows and Dairy Products Judging competitions.

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.

The transcript does not need to be official, but he 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

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/. You Network I.D. and password are required.

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

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.