

ALL OUT FOR CHANGE® SUPPLEMENTAL SCHOLARSHIP AWARDS 2026 GUIDELINES

General requirements for all Spring 2026 Award Recipients:

Please review to make sure that you understand all spending and reporting requirements and deadlines. You must follow the spending guidelines and submit complete and accurate expense reports to be considered for future assistance. **The expense report is simple and straightforward, and we need 100% student compliance. We're accountable to contributors and our Board of Directors.** Your cooperation is essential to our fundraising efforts which will allow us to provide additional financial assistance to you and other students.

Spending Guidelines for Your AMEX Gift Card:

Your card can be used for **essential college related & essential living expenses FOR YOU & YOU ONLY**, which may include, but are not limited to, the following:

- Travel to college (including airfare, checking baggage, train tickets, etc.)
- Local transportation
- Housing and dorm supplies
- **YOUR** groceries & meals (no meals for friends or family – no exceptions).
- Textbooks and school supplies
- College tuition and fees
- Professional clothing if needed for jobs/internships
- **Health care, medication, and ESSENTIAL** personal hygiene products
- Laundry
- **EDUCATIONAL & PROFESSIONAL DEVELOPMENT OPPORTUNITIES** such as attending/travelling to workshops, conferences and seminars outside of regular class schedule (please provide full details in expense report)

This card is to be used toward education-related and living expenses strictly for you, and not for recreation.

Gift cards can be widely used anywhere that American Express credit cards are accepted, including for online purchases. You can keep track of your balance and charges here: <https://balance.amexgiftcard.com/>
Please also review the info and tips on how to use your card here: <https://balance.amexgiftcard.com/using-your-card>

Filling out the Expense Report PDF

Please keep track of all gift card expenses on the All Out for Change® expense reporting form. The expense report form can be accessed at this link: <https://www.alloutforchange.org/student-success-resources.html>
This form can be filled in on your computer. See instructions on the top of the form for saving and submitting this document.

Reporting Deadlines and Requirements

Submit your student expense report by **March 15, 2026**, even if you have not used the full gift card amount. If you have used the full balance by **March 15, 2026**, this will be a final report (pending review by our team).

If you have not used the full gift card balance by **March 15, 2026**, this will be an interim report, and you will need to submit a final report no later than **May 15, 2026**.

If you do not use the full balance by **May 15, 2026**, please send us a short email explaining how you plan to use remaining funds (i.e., "I will use the balance for travel to return to campus next semester").

You are not required to save or submit receipts. Completing this form is sufficient. However, we periodically feature student receipts as a graphic element in our enews or website which serves as an authentic illustration of your use of funds to donors and potential supporters. You can email receipt photos or online purchase confirmations with your expense reports if you choose.

*****Future financial assistance is contingent on following the guidelines and completing the reporting requirements.**

We will send out one email reminder before each deadline, but you will not receive multiple reminders.

The responsibility is on you to submit your complete and accurate expense reports by the deadlines.***

If you have any questions about use of your gift card or expense reporting, please reach out to us anytime at:

Betty@AllOutforChange.org