



POLICIES AND PROCEDURES

FOUNDATION ADMINISTRATION

Subject: Pepsi Scholarship

Policy No.:

Orig. Date: June 28, 2022

Last Revision Date: August 11, 2022

Revision: N/A

A. Foundation Pepsi Scholarship for Foundation Student Employees

B. Criteria

C. Award & Award Details

D. Suggested Applicant Questions

E. Public Pepsi Acknowledgement

F. Communication

G. Ambassador Support & Letter of Recommendation Template

H. Announcement of Award

I. Distribution of Bronco Bucks

J. Record of Scholarship Winners Shared with Financial Services for Audit Purposes

K. Notice of Bronco Bucks Awards to Scholarship Recipients

A. Foundation Pepsi Scholarship for Foundation Student Employees

Cal Poly Pomona Enterprises is pleased to collaborate with our partners to present deserving Foundation student employees a generous scholarship to support their educational pursuits. This scholarship is made possible through Dining Services beverage partnership with the Pepsi Bottling Group. Each selected scholarship recipient will receive up to 1000 Bronco Bucks for the academic year.

B. Criteria

- Open to Undergraduate and Graduate students
- Must be a student enrolled in twelve (12) units or more when applying, at time of award announcement, and at the time of distribution
- Must have a minimum cumulative GPA of 2.0
- Must be currently employed by the Cal Poly Pomona Foundation (Bronco Bookstore, Village Housing, Foundation Dining Services, Kellogg West Hotel & Conference



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Center, The Farm Store, AGRIsapes, Real Estate, Foundation Administration, Foundation HR, Financial Services, Foundation IT, Grants & Sponsored Programs, TRIO, and all Foundation supported units.)

C. Award & Award Details

Up to 1000 Bronco Bucks

The award amount will be discerned upon by the reviewing panel on a case-by-case basis. The financial award will be distributed in Bronco Bucks which will be added to their Bronco ID before the start of the semester. Scholarship recipients will be notified by email mid-July 2022.

Bronco Bucks may be used for course materials/textbooks, school supplies, technology, dining on campus, groceries/food, housing at the University Village, and anywhere else Bronco Bucks are accepted. Bronco Bucks are added to the Bronco ID, the ID card will function similar to a debit card with a declining balance as purchases are made.

D. Suggested Applicant Questions

- Are you currently employed by the Foundation?
- What Foundation operation do you work in?
- (Suggested a limit of 150 words or less for each question)
 - Tell us your story...
 - How has my role at the Foundation supported the University's academic mission?
 - How has your work with the Foundation supported you as a student?
- Please provide the name and email address of your foundation employed supervisor who can provide a reference on your behalf.

E. Public Pepsi Acknowledgement

The Foundation gratefully acknowledges the generosity of the Pepsi Bottling Group and values its special affiliation that allow us to participate in this outstanding benefit for our student employees.

F. Communication

Foundation Student Employee Email Contact List

This information can be obtained from Employment Services. Ensure that the list reflects all current Foundation Student employees.

Announcement to Foundation Student Employees

Foundation student employees may be contacted by use of Formstack. In this communication a publication, details and link to application are included. The DEADLINE: must be provided in this communication. *(Sample provided.)*



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For Foundation Student Employees

Academic Year 2022/2023 - APPLY TODAY!



DEADLINE:
Monday, JUNE 27, 2022



Foundation – Pepsi Scholarship for Foundation Student Employees

Cal Poly Pomona Enterprises is pleased to collaborate with our partners to present deserving Foundation student employees a generous scholarship to support their educational pursuits. This scholarship is made possible through Dining Services beverage partnership with the Pepsi Bottling Group. Each selected scholarship recipient will receive up to **1000 Bronco Bucks** for the academic year.

Please use the link below to apply and for qualification requirements.

APPLY FOR THE PEPSI SCHOLARSHIP

Formstack

- For use of Formstack contact Alex Hernandez, *Associate Director of Marketing & Webmaster* at alexhernandez@cpp.edu. Time and availability permitting, assistance will be provided with email publications.
- Confirmations of completed applications should be routed to the office of the Executive Assistant. Contact information can be requested included when creating the Formstack publication.

Confirmation of Receipt of Applications – Response to Applicant

Acknowledgement to applicants is encouraged to ensure follow up to those efforts put forth by the students applying. A simple acknowledgement is be sent to each applicant. (*Sample provided.*)



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Mon 6/27/2022 11:04 PM

Yvette G. Lane

Thank you for your submitting your Pepsi Scholarship Application

To jennifer.carrada999@gmail.com

Dear Jennifer,

Thank you very much for applying for the *Pepsi Scholarship* application. With this message we confirm your application has been received.

In the meantime, we would like to take this opportunity to wish you all the success on your career journey.

We will be in touch soon!

With gratitude & appreciation,

Yvette Grace Lane

Executive Assistant | Jared Ceja, Executive Director and Chief Executive Officer

Office: (909) 869-2680

Mobile: (909) 261-3962

Email: yglane@cpp.edu



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G. Ambassador Support & Letter of Recommendation Template

Ambassador support is requested of the **Executive Leadership Team, Leadership Team** and to **managers** who are in direct supervision of with the applicant(s).



Email Communication:

Subject: !!!Opportunity!!! Foundation – Pepsi Scholarship for Foundation Student Employees -
DEADLINE TO APPLY: XXXX XX, 20XX

Dear Foundation Leadership:

Cal Poly Pomona Enterprises is please to collaborate with our partners and supporters, the Pepsi Bottling Group to present deserving Foundation student employees a generous scholarship to support their educational pursuits. This scholarship is made possible through Dining Services beverage partnership with the Pepsi Bottling Group. Each selected scholarship recipient will receive up to 1000 Bronco Bucks for the academic year.

We call upon you as ambassadors of this scholarship opportunity. We ask that you please share this information with your department Foundation student employees and encourage them to apply. The application is ready and may be accessed by clicking on this link. https://cppfoundation.formstack.com/forms/pepsi_scholarship. (Supporting details and criteria are included.)

DEADLINE TO APPLY: XXXX XX, 20XX

Should you feel inspired to write a letter of recommendation on behalf of your Foundation student employee applicant, we invite you to do so. Attached is a template which are happy to provide to you to help with this process. Please feel free modify as you so wish. You may return your letter(s) of recommendation to yqlane@cpp.edu I will happily collect your letter of support. Please be sure to have them to me by the requested deadline date of, XXXX XX, 20XX.

Thank you for your support with our efforts to encourage and empower our Foundation student employees as they continue on their education journey. The reward for our efforts is to be able to witness our students succeed.

With appreciation,

Clint Aase, *Bookstore Services Director*
Aaron Neilson, *Dining Services, Director*
Yvette Lane, *Executive Assistant*

Office: (909) 869-2680
Mobile: (909) 261-3962
Email: yqlane@cpp.edu



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June XX, 2022

XXXX

Cal Poly Pomona Foundation

Department (e.g. Administration, Dining, Hospitality, Bookstore, Farmstore, etc.)

Pomona, CA 91768

To the Foundation - Pepsi Scholarship for Foundation Employees Committee:

I am writing this letter to recommend (Name) for the *Foundation - Pepsi Scholarship for Foundation Employees*.

I am (Name's) supervisor and have closely followed (Name's) earnest work and progress in our work environment.

As a Foundation student employee, (Name) demonstrates a love of learning and the level of commitment necessary to succeed in college and beyond. I am happy to be able to provide this recommendation for such a deserving student and partner of the Foundation. As (Name's) academic record and commitment to XXXX studies and employment attests, (Name) has maintained a XXXX grade average across the board during (Name's) study here at Cal Poly Pomona. I have great respect for (Name) and truly believe that (Name) is a deserving candidate that you will be proud to have representing Cal Poly Pomona and the Foundation.

Working alongside (Name) this past year (Name) has proven to be an exemplary employee. In addition to having firsthand knowledge of (Name's) commitment and talent, I am also familiar with (Name's) educational goals, as well as the challenges (Name) will face when it comes to funding college tuition. I cannot think of anyone more deserving and I wholeheartedly support (Name's) application.

I feel certain that the committee will be just as impressed with (Name) as I am. As an employee of the Foundation who is committed to helping deserving students succeed, I strongly encourage you to consider (Name) for the *Pepsi Bottling Scholarship*. Please do not hesitate in contacting me with any questions that you may have, and let me know if I can provide any additional information in support of this deserving student. You may reach me at XXXX.

Regards,

XXXXX

Cal Poly Pomona Enterprises Pepsi Scholarship
Academic Year 2022-2023



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H. Announcement of Award

Award letter to be sent to each recipient. Students should be encouraged to respond with a letter of gratitude to the Pepsi Bottling Company to ensure acknowledgement of generosity. *(Sample provided.)*



Congratulations!

Dear XXXX,

Congratulations! We have reviewed your Pepsi Scholarship application and are pleased to announce you will receive 1000 Bronco Bucks. Your award will be deposited directly onto your Bronco ID within the next 30 days.

If we may ask that you please take the time to prepare a letter of gratitude to the Pepsi Bottling Group acknowledging their generosity. If you would kindly have your letter completed and submitted to yglane@cpp.edu by Friday, July 8th, it would be most appreciated. *(Sample format provided.)*

As a recipient of this scholarship, we would like to formally invite you to attend the Pepsi Scholarship Recognition Dinner calendared for Saturday, July 23, 2022, 6:00-7:30 p.m. at Kellogg West Conference Room & Hotel. We would be most honored if you would attend so that we may recognize you and highlight your career journey.

Should you have any questions I invite you to feel free to contact me directly. I am happy to offer my support and assistance to you.

We thank you and appreciate the time and effort you have invested in the scholarship application process. We once again would like to take this opportunity to wish you all the success on your education and career journey.

Warmly,

Yvette Grace Lane
Executive Assistant to Jared Ceja, Executive Director and Chief Executive Officer
Office: (909) 869-2880
Mobile: (909) 281-3962
Email: yglane@cpp.edu



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Writing a Thank-You Letter to Your Donor

Scholarship donors are caring individuals and organizations who generously give in order to support the educational endeavors of students such as you. Receiving a well written thank-you letter from a student lets the donor know that their scholarship is greatly appreciated. It also helps serve as a reminder of why they gave in the first place, and often helps to secure gifts for future students.

Following are two sample thank-you letters. Please do not copy these letters verbatim, but use them as guidelines in helping you compose your own letter.

Letter Writing Tips

1. Write clearly and to the point
2. Be enthusiastic and sincere
3. Double-check for spelling and grammatical errors

Sample Thank You Letter 1

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am writing to thank you for your generous [Name of scholarship] scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am a Biology major with an emphasis in physiology and anatomy. I plan to pursue a career in pharmacy upon graduating from Fresno State. I am currently a junior carrying 17 units, and plan to graduate in the fall of 2007. After graduation, I will attend San Francisco Pharmacy School to earn my pharmaceutical degree. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."

By awarding me the [Name of scholarship], you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here]

*[Type your name]
[Your address]
[City, State, Zip]*

Sample Thank You Letter 2

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here]

*[Type your name]
[Your address]
[City, State, Zip]*



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I. Distribution of Bronco Bucks

Bronco ID numbers are to be recorded and sent directly to the Bronco One Card Office attention: *Bronco One Card Office Supervisor, Accounts Specialist*. Request for distribution of funds must be accompanied with the project code and object code for charges along with the signature of the *Executive Director and Chief Executive Officer*.

To...	Mindy Bartholomew
Cc...	
Subject	Cal Poly Pomona Enterprises Pepsi Scholarship - Bronco Bucks Recipients - Bronco IDs

Dear Mindy,

Attached please find the list of all named recipients of the **Cal Poly Pomona Enterprises Pepsi Scholarship**. Bronco ID numbers have been included along with their contact information.

Your assistance is requested by adding the award amounts noted for each recipient directly onto their Bronco ID card.

Should any further assistance be needed to support this request, please feel free to contact me directly and I will be sure to respond at once.

Your kind help is greatly appreciated.

With gratitude & appreciation,

Yvette Grace Lane

Executive Assistant | Jared Ceja, Executive Director and Chief Executive Officer|
Office: (909) 869-2680
Mobile: (909) 261-3962
Email: yqlane@cpp.edu



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Cal Poly Pomona Enterprises **Pepsi Scholarship**

First Name	Last Name	Bronco ID No.	Award Amount	Email Address
Zion	Mun	15253277	1000	zmun@cpp.edu
Charlotte	Wong	14154985	1000	cwong1@cpp.edu
Gavin	Jimenez	15165826	1000	gavinjimenez@cpp.edu
Vake	Fonua	13795275	1000	vmfonua@cpp.edu
Cameron	Jones	12918724	1000	csjones@cpp.edu
Angelynn	Torres	15127775	1000	angelynn@cpp.edu
Katherine	Garcia	13730626	1000	ygjane@cpp.edu
Megan	Shadrick	14646372	1000	mhshadrick@cpp.edu
Tiffany	Nguyen	12943879	1000	tw@cpp.edu
Kimberly	Licea	13717834	1000	kimberlylicea@aol.com
Allison B.	Greene	13245648	1000	abgreene@cpp.edu
Keegan	Grimaldi	15325661	1000	ksgrimaldi@cpp.edu
Bryce	Middo	15625038	1000	btmiddo@cpp.edu
Roger S.	Carlson	14315886	1000	rscarlson@cpp.edu
Ericka	Hinojos	14029496	1000	ehinojos@cpp.edu
Steven Phuong	Do	12973675	1000	spdo@cpp.edu
Anthony	Cancino	13277186	1000	acancino@cpp.edu
Zuleyka	Salgado	15427971	1000	zuleykas@cpp.edu
Nourhan	Sheta	12199980	1000	nesheta@cpp.edu
John A.	Offenburger E.	14257256	1000	johno@cpp.edu
Janelly	Mora	14080963	1000	janellymora@cpp.edu
Steven	Shaffer	13338728	1000	stevenshaffer@hotmail.com
Sophia A.	Ramirez	15710643	1000	sophiar2@cpp.edu
Cassidy	Chavez	14655576	1000	cassidyc@cpp.edu
Westen	Meyer	15349984	1000	wmeyer@cpp.edu
Jason	Thiart	15443298	1000	jasonthiart@yahoo.com
Brailyn	Delacruz	12853516	1000	bdelacruz@cpp.edu
Wan Suk	Lim	15295527	1000	dreamerlim@gmail.com
Christy	Brown	013801554	1000	cbrown@cpp.edu
Jennifer Carrada	Flores	15249260	1000	jennifer.carrada999@gmail.com
			30000	

Project code: 900660

Object code: 7282 (Scholarships to CPPU Students)

 Approved by: Jared Ceja

8/9/22

 Date



POLICIES AND PROCEDURES

J. Record of Scholarship Winners Shared with Financial Services for Audit Purposes

List provided the Bronco One Card Office must be shared with the Financial Services department for proper record keeping to ensure proper documentation for audit compliance.

To...	Jason M. DeBillis;
Cc...	
Send	
Subject	Cal Poly Pomona Enterprises Pepsi Scholarship - Bronco Bucks Recipients - Record Keeping for Audit Compliance

Dear Jason,

Attached please find the list of all named recipients of the **Cal Poly Pomona Enterprises Pepsi Scholarship**. Bronco ID numbers have been included along with their contact information.

The office of Administration provides this list to the office of Accounts Payable for record keeping to ensure proper documentation for audit compliance.

Should any additional information be needed, please feel free to contact me and I will provide my support at once.

With gratitude & appreciation,

Yvette Grace Lane

Executive Assistant | Jared Ceja, Executive Director and Chief Executive Officer
 Office: (909) 869-2680
 Mobile: (909) 261-3962
 Email: yglane@cpp.edu



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Cal Poly Pomona Enterprises Pepsi Scholarship

First Name	Last Name	Bronco ID No.	Award Amount	Email Address
Zion	Mun	15253277	1000	zmun@cpp.edu
Charlotte	Wong	14154985	1000	cwong1@cpp.edu
Gavin	Jimenez	15165826	1000	gavinjimenez@cpp.edu
Vake	Fonua	13795275	1000	vmfonua@cpp.edu
Cameron	Jones	12918724	1000	csjones@cpp.edu
Angelynn	Torres	15127775	1000	angelynn@cpp.edu
Katherine	Garcia	13730626	1000	yglane@cpp.edu
Megan	Shadrick	14646372	1000	mshadrick@cpp.edu
Tiffany	Nguyen	12943879	1000	tvn@cpp.edu
Kimberly	Licea	13717834	1000	kimberlylicea@aol.com
Allison B.	Greene	13245648	1000	abgreene@cpp.edu
Keegan	Grimaldi	15325661	1000	ksgrimaldi@cpp.edu
Bryce	Middo	15625038	1000	btmiddo@cpp.edu
Roger S.	Carlson	14315886	1000	rscarlson@cpp.edu
Ericka	Hinojos	14029496	1000	ehinojos@cpp.edu
Steven Phuong	Do	12973675	1000	spdo@cpp.edu
Anthony	Cancino	13277186	1000	acancino@cpp.edu
Zuleyka	Salgado	15427971	1000	zuleyka@cpp.edu
Nourhan	Sheta	12199980	1000	nestheta@cpp.edu
John A.	Offenburger E.	14257256	1000	johno@cpp.edu
Janelly	Mora	14080963	1000	janellymora@cpp.edu
Steven	Shaffer	13338728	1000	stevenshaffer@hotmail.com
Sophia A.	Ramirez	15710643	1000	sophiar2@cpp.edu
Cassidy	Chavez	14655576	1000	cassidy@cpp.edu
Westen	Meyer	15349984	1000	wmeyer@cpp.edu
Jason	Thiart	15443298	1000	jasonthiart@yahoo.com
Brailyn	Delacruz	12853516	1000	bdelacruz@cpp.edu
Wan Suk	Lim	15295527	1000	dreamerlim@gmail.com
Christy	Brown	013801554	1000	cbrown@cpp.edu
Jennifer Carrada	Flores	15249260	1000	jennifer.carrada999@gmail.com
			30000	

Project code: 900660
 Object code: 7282 (Scholarships to CPPU Students)

Approved by: Jared Ceja

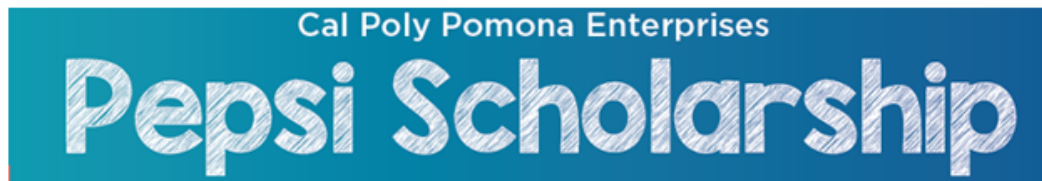
8/9/22
 Date



POLICIES AND PROCEDURES

K. Notice of Bronco Bucks Awards to Scholarship Recipients

Once the Bronco Bucks have been loaded on the each of the recipients Bronco ID card, communication that funds are now available should be sent out to each of the recipients.



Congratulations!

We are pleased to announce that your scholarship award of 1000 Bronco Bucks is now available for your use.

The Foundation once again expresses our appreciation for your commitment and dedication to your academic journey and encourages you to continue on the path of excellence and success.

Warmest regards,

Yvette Grace Lane

Executive Assistant to Jared Ceja, Executive Director & Chief Executive Officer

On behalf of the Cal Poly Pomona Enterprises Scholarship Committee