



C I T I Z E N S ' S C H O L A R S H I P F O U N D A T I O N O F A M E R I C A

Dollars For Scholars Program

Town of Arlington - Town Treasurer's Department
Town Hall, 730 Massachusetts Avenue - Post Office Box 210
Arlington, Massachusetts 02476-0002
Telephone (781) 316-3030 • Fax (781) 316-3039

October 31, 2002

DOLLARS
FOR
SCHOLARS
COMMITTEE

Re: Arlington Dollars For Scholars Tax Checkoff Program

John J. Bilafer
Chairman

Sister Catherine Clifford, CSJ
Arlington Catholic
High School

Sister Elizabeth DiTolla
Arlington Catholic
High School

Peter Fiore
Citizens' Member

Dr. Ronald Fitzgerald
Minuteman Regional
High School

Barbara Gorman
Advisor

Janice Shaw
Minuteman Regional
High School

Stephen L. Woodcock
Arlington
High School

To Whom It May Concern:

Pursuant to your request for information regarding the above-captioned program, enclosed please find the following described materials. The enclosures have been numbered to coincide with the numbered categories set forth in the letter. Please note that some of the enclosures may contain telephone numbers, deadline dates, etc. which have been changed. Also, the name of the program has been renamed as the Dollars For Scholars Program as administered by Arlington Citizen' Scholarship Foundation.

At the outset it is important to be aware that the success of a tax check off scholarship program depends upon the enthusiastic support of the personnel within the tax collection/treasury office. If the tax collection/treasury personnel lack enthusiasm for the program it is destined to fail.

Prior to establishing a checkoff program, a Massachusetts city or town MUST accept the provisions of General Laws Chapter 60, Section 3C (see #1 below), OR write home rule legislation for consideration by the State Legislature (see #2).

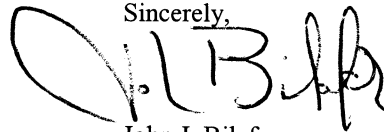
The materials enclosed herewith are briefly described as follows:

1. PERMISSIVE LEGISLATION: As a first step toward establishing a tax checkoff program, the town meeting or city council must vote to accept Section 3C of Chapter 60 of the General Laws of Massachusetts.
2. ARLINGTON HOME RULE LAW: As an alternative to #1, a community may draft its own home rule legislation. A copy of Arlington's home rule law as amended is included herewith.
3. TOWN OF ARLINGTON BYLAW: Article I of Title II is the Arlington Citizens' Scholarship Foundation bylaw, which sets forth the provisions under which Arlington Citizens' Scholarship Foundation operates within the municipal government structure.

4. MAGAZINE ARTICLE ENTITLED. "ARLINGTON MASSACHUSETTS' TAX CHECKOFF SCHOLARSHIP PROGRAM": Article which appeared in the June 1989 edition of the Government Finance Review, a magazine published by the Government Finance Officers Association (GFOA).
5. TOWN OF ARLINGTON TAX BILLS: A copy of Arlington's municipal tax and water utility bills with the tax checkoff box located at the bottom right portion of each bill.
6. SCHOLARSHIP INSERTS: Perhaps the most significant factor in the success of Arlington's scholarship checkoff program has been the inclusion of an informational insert with the various tax and water utility bills which explains the program and the contribution options available to the taxpayer. The four inserts included as part of this packet were mailed with this fiscal year's tax bills.
7. NEW ENGLAND DOLLARS FOR SCHOLARS: The tax checkoff legislation authorizes the appointment of a scholarship committee. Arlington's scholarship committee has benefited greatly through its affiliation with New England Dollars For Scholars (NEDS). A copy of NEDS brochure is included with the materials. You can contact Dave Duncan at 800/335-4360 for further information.
8. TOWN OF ARLINGTON SCHOLARSHIP APPLICATION PACKET: The scholarship application and the financial assistance questionnaire was designed from the CSFA application/financial questionnaire and is scored by the scholarship committee in accordance with CSFA guidelines.
9. SCHOLARSHIP WORKSHEETS: The information contained in each scholarship application is transcribed onto a series of WORKSHEETS and assigned a number in order to insure anonymity. All of one section of the application is then scored by one scholarship committee member in order to maintain uniformity of scoring for that particular section of the application. For example, if a scorer tends to score liberally on the section "Aspirations and Goals", this liberality in scoring would be reflected throughout all the applications uniformly, which would not be the case if you had different people scoring that particular section.

After reading the materials, if I can answer questions that may arise or if I can be of further assistance with the implementation of a tax checkoff program in your community, please feel free to contact me at (781) 316-3031.

Sincerely,



John J. Bilafer
Chairman and
Town Treasurer/Tax Collector
Town of Arlington

JJB:mac
Enclosures (as numbered)