



WELINA MAI 'OUKOU!

POST-AWARDING REPORTS

Private School Partnership Transition (PSPT)

This guide provides instructions for submitting service activity information for 'ohana whose keiki are participants in the Private School Partnership Transition (PSPT).



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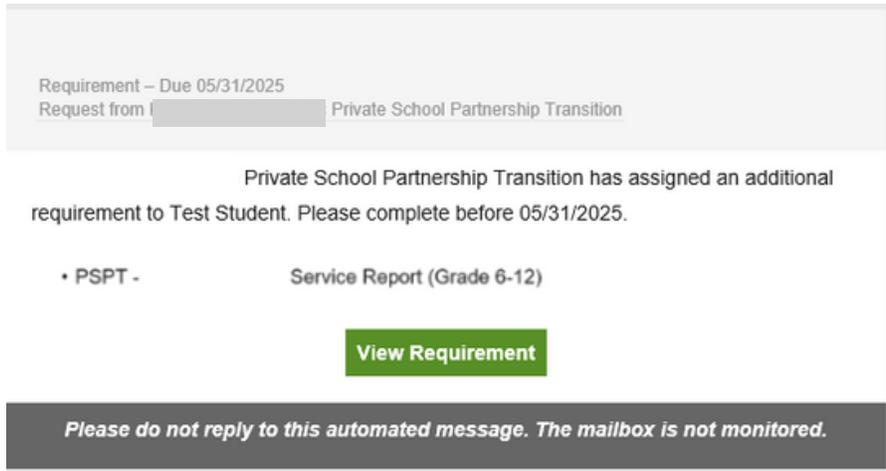
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1A LOGIN (EMAIL)

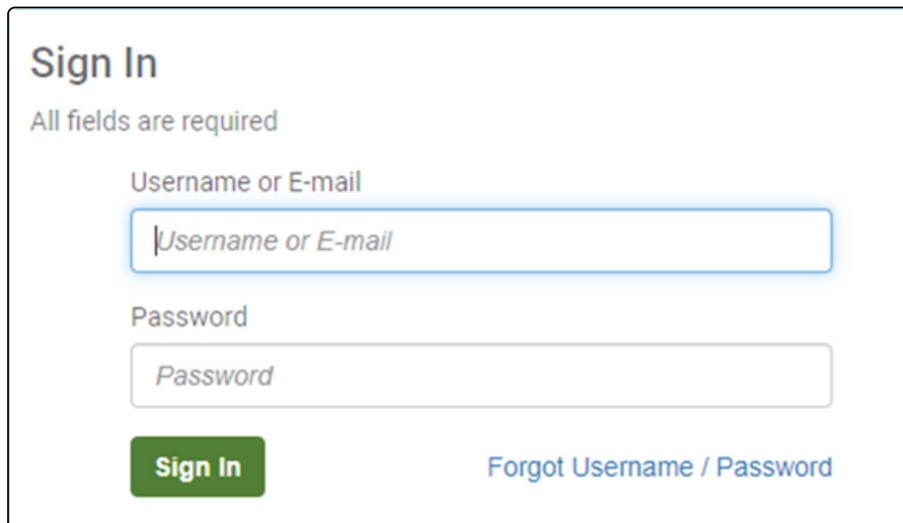
Access your portal using the emailed notification link sent from FACTS. Log in with the same credentials used during our application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

Access via email link



Select "View Requirement" in the email notification received

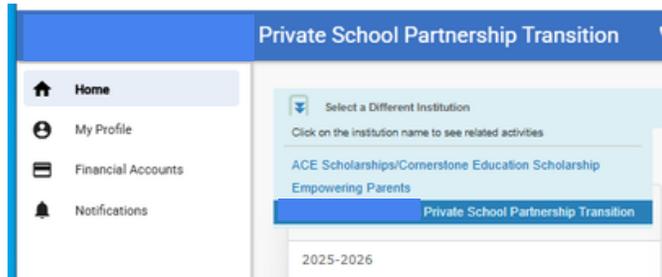


1B LOGIN (WEBSITE)

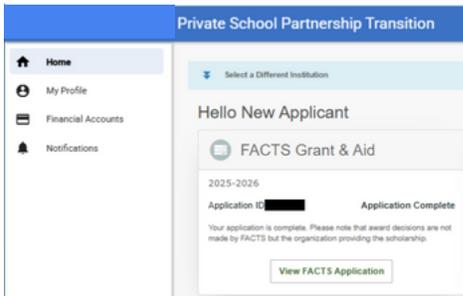
Access your portal via the FACTS website.
Log in with the same credentials used during our scholarship application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

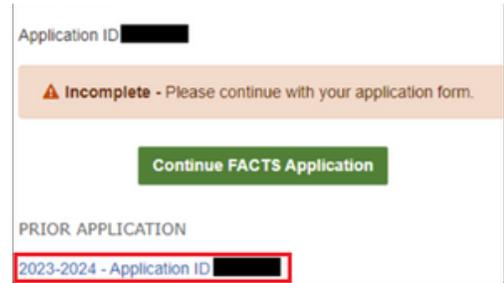
Access via FACTS homepage



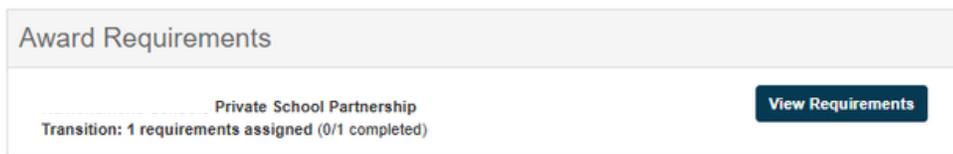
From the "Home" tab, select
Pauahi Foundation Private School Partnership Transition



or



Depending on the time of the year,
your homepage may appear as either of the above.
Select the link under the appropriate school year application



Select the button under "Award Requirements"



2 ACTIVITY REPORT STATUSES

View the statuses of the existing report(s) available to submit for your keiki's scholarship award

Application Summary > Assigned Requirements

Assigned Requirements

All requirements must be completed by the specified due date.

Requirements	Institution	Assigned To	Start Date	End Date	Status
PSPT - Service Report (Grade 6-12)	Kamehameha [REDACTED]	Test Student	02/19/2025	07/15/2025	Incomplete

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Under “Assigned Requirements”, select the report that you wish to complete

3 SERVICE ACTIVITIES REPORT

Submit volunteer service information via the Service Activities Report page.

Requirement Entry Details Change History

PSPT - Service Activities Report (Grade 6-12)

Assigned to: [Student Name]
Status: [Status]
Start Date: July 14, 2025
Due Date: July 15, 2026
Time Required: 20 hours

The service activity hours requirement is recommended for PSPT Scholarship recipients enrolled in the 2025-2026 school year.
Per the Terms and Conditions of the award, Grade 6-12 recipients are recommended to complete a total of 20 or more service hours between July 1, 2025 and June 30, 2026. The deadline to report completed hours on FACTS is July 15th, 2026.

Service/activities must meet the following criteria:

- Parent(s)/Legal guardian(s) cannot use the same service hours for more than one awarded child.
- Hours should be completed within the current scholarship year.
- Hours should be performed with a non profit organization or with your child's school.
- Hours cannot benefit a KS student, staff, or program.
- Hours cannot benefit political campaigns, programs, or parties.
- Any service hours completed must be unpaid.

For further details, including examples of activities you can perform, see Section 5 of the Terms and Conditions linked on your child's award letter.

Entry Id Number	Date of Service	Hours	Delete
No Hours Added			

Total Hours: 0/20

Save Cancel

Select the “+ Add Hours” button in the upper right to add service hours to the form.



3 SERVICE ACTIVITIES REPORT

Add your Community Service Hours, complete the required (*) fields, and submit the form

Clicking “Add” submits your entry onto the previous page.
Do not forget to click “Save” on the “Service Activities Report” page

4 REVIEWING YOUR SUBMISSION

After clicking “Save” on your submission, you may review the status of your items on the “Assigned Requirements” page for completion.

Requirements	Institution	Assigned To	Start Date	End Date	Status
PSPT - Service Report (Grade 6-12)	Kamehameha	Test Student	02/19/2025	07/15/2025	Complete

The Service Activities Report status will change to “Complete” when the total recommended hours for the school year have been reported.

For information regarding recommended number of service hours & types of activities, consult the Terms & Conditions of your award.



Pauahi Foundation

If you require kōkua please give us a call at (808) 534-8080 or email scholarships@pauahi.org