

**STATE EMPLOYEES ASSOCIATION  
OF  
NORTH CAROLINA  
SCHOLARSHIP FOUNDATION  
POLICY AND PROCEDURES MANUAL**

Revised 10/2018

**State Employees Association of North Carolina  
Scholarship Foundation, Incorporated**

**MISSION:**

The mission of the Scholarship Foundation shall be to raise, receive and disburse funds to further the educational process of SEANC members in good standing (must not be delinquent on Dues prior to April 15<sup>th</sup>), their spouses and/or their dependent children. The monies disbursed for educational purposes will be for study at recognized and accredited schools, colleges, universities, trade schools and other institutions of higher learning.

**PURPOSE:**

The purpose of the Scholarship Foundation Board shall be to administer the funds and assets which shall accrue to the Foundation for the purpose of granting scholarships to members of SEANC in good standing, their spouses and/or their dependent children. The Board shall further have the purpose to invest and utilize assets of the Foundation so as to generate scholarship monies and assure the perpetual existence of the Foundation.

To further carry out these duties, the Foundation has authorized the development of this Policy and Procedures Manual. The intent/purpose is to allow present and future Board members access to established guidelines for expediting the business before the Board.

**I. ORGANIZATIONAL STRUCTURE**

**A. SEANC Scholarship Board**

The name of the Governing Board of the State Employees Association of North Carolina Scholarship Foundation, Inc., hereinafter called the SEANC Foundation, shall be the Board of Directors, hereinafter called the Board.

**1. Election Process – Membership**

The Board shall consist of fifteen Directors whom are members in good standing of SEANC. The Directors shall be elected three from each of five regions to be specified by the Board of the SEANC Foundation in the bylaws. The President of SEANC, or his/her designee, shall serve as an ex-officio member of the Board.

The regions shall be Western, Piedmont, North Central, South Central, and Eastern. Any realignment of regions shall require the consent of the SEANC Board of Governors.

The Directors shall be elected to a three-year term of office with one Director being elected from each region each year. The election of Directors shall occur at the Annual Convention of SEANC and each region will elect their respectable Directors separately. Directors are limited to two consecutive terms of office.

In the event that a Director is not elected at the Annual Convention for any reason, the Board shall recommend to the President of SEANC, a person from the region in which the vacancy exists, for appointment to fill the term.

In any event should prevent the convening of the Annual Convention of SEANC, the Directors shall serve until successors have been elected.

## **2. Duties of Directors**

The duties of those SEANC members elected to the Board of Directors for the Scholarship Foundation will be to attend all meetings and actively assist in the conduct of Board business to help facilitate the mission of the Foundation.

The Board shall administer the funds and assets of the Foundation consistent with the Articles of Incorporation for the Foundation, which are on file with the Secretary of State of North Carolina. The Board shall decide all investments of funds and the use of all assets of the Foundation.

The Board shall determine the procedure and criteria to be used in granting scholarships. The Board shall be responsible to supervise the screening and selecting of Grantees or may themselves screen the applicants.

## **3. Interim Replacement of Directors**

In the event that a vacancy occurs among the Directors or a Director is unable to fulfill the responsibilities of their position, the Board shall recommend to the President of SEANC, a person from the region in which the vacancy exists, for appointment to fill the un-expired term.

To determine if a Director will be unable to fulfill the responsibilities of their position, the Chair will obtain a list of Directors not attending the first meeting of the Board after the Annual Meeting of SEANC and mail a copy of the duties to these Directors. The Chair will ask each of those Directors if he/she will be able to attend future meetings, judging, and assist at the upcoming Annual Convention of SEANC with raffle tickets. If a Director is unable to fulfill his/her duties, or fails to respond to the letter mailed by the Chair; the Chair will declare a vacancy and a replacement shall be recommended to the President of SEANC.

## **4. Past Chairman**

The immediate past chairperson may serve as an ex-officio member of the Board to advise the new chairperson to provide continuity of the position. If required, he or she will be reimbursed for required expenses.

## **5. Board Officers Duties**

The officers of the Board shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The following is a brief description of the duties of the officers. The Chairperson, the Vice-Chairperson and Treasurer shall be elected by the Board at the annual meeting held within 45 days following the election of Directors at the SEANC Annual Convention. The Chairperson shall appoint a Secretary from among the Directors. In the event that a vacancy occurs among the officers, the Board shall elect a person from its membership to complete the unexpired term of office.

The Chairperson of the Board shall preside at all meetings of the Board and shall ensure that the business of the Foundation is conducted in a manner consistent with these Bylaws and the Articles of Incorporation on file with the Secretary of State of North Carolina. It shall be the duty of the outgoing Chairperson to convene the annual meeting of the Board of Director's within 45 days following the election of Directors at the SEANC Annual Convention.

The Vice-Chairperson of the Board shall function as Chairperson of the Board in the absence or incapacity of the Chairperson and shall attend to other duties as assigned by the Chairperson.

The Secretary of the Board shall be the Archivist for the Foundation and shall keep careful records of all Foundation activities and minutes of all Board meetings.

The Treasurer of the Board shall be responsible to keep the accounts of funds and assets of the Foundation as directed by the Board. The Treasurer shall disburse all funds, pay all liabilities and receive all funds for the Foundation. The Treasurer shall be bonded by \$50,000. The Treasurer and the Chairman shall annually report the financial status of the Foundation to the Board, Board of Governors of SEANC and to the Annual Convention of SEANC. Furthermore, the Treasurer shall annually submit the accounts of the Foundation to the auditor appointed by the Board of Directors of the Foundation to audit the accounts of the Foundation. The Treasurer also prepares the annual Foundation budget for consideration by the Foundation Board of Directors; maintains financial accounts, i.e., checking, saving, money markets, others as necessary; submits monthly budget report to SEANC Board of Governors; approves reimbursement of Foundation Board members/expenses; oversees financial affairs on the Scholarship Foundation; maintains up-to-date records of income and expenditures of scholarship foundation funds; and collects raffle tickets and monies at Annual Convention.

The term of office for all officers of the Board shall be for one year, beginning immediately on their election and expiring when their successor has been elected. If any event prevents the calling of an Annual Meeting of the Board, all officers shall serve until such time as an Annual Meeting can be called.

## **6. Special Standing Committees**

By appointment of the Board Chairperson, Board members may be selected for service on Special Standing Committees such as Investment, Financial and Policy. Board members selected are expected to serve to the best of their abilities to facilitate the purpose of the committee they are assigned. Board members appointed shall have expenses covered in the same manner as regular Board duty.

## **7. Meeting Schedule**

The Board of Directors shall meet annually within 45 days following the election of new Directors at the Annual Convention of SEANC and at this meeting officers shall be elected. The Board shall meet at other times when such meetings are called by the Chairperson to conduct the business of the Foundation. Directors will notify the SEANC office to confirm attendance plans and hotel arrangements.

The Chairperson must call a meeting of the Board when asked to do so by any four Directors. The Chairperson of the special committee will be responsible for calling meetings in a manner to facilitate the purpose of the committee.

The Board will normally conduct its meetings at SEANC Headquarters in Raleigh. One-day meetings will normally convene at 10 a.m. to allow for travel to Raleigh by those members that must travel. One-day meetings are normally adjourned at 3:30 p.m. Three-day meetings (Scholarship Selection) will follow one-day meeting times, except adjournment on day one and two will be approximately 5 or 6 p.m. and normally will reconvene at 8:30 a.m. the second and third day.

The Board reserves the right to meet at the Annual Convention; however, due to duties of members this is normally not designated as a meeting time. Board members are encouraged to make all meetings in a timely manner; however, should a situation dictate otherwise a phone call to the Chairperson or SEANC Scholarship Staff Member is expected before the meeting is called to order.

B. District Organization – Typical Duties of the District Scholarship Chairperson

1. The SEANC District Scholarship Chairperson is usually appointed by the District Chairperson.
2. The District Scholarship Chairperson is responsible for selecting a committee of at least five from the District membership. (Experience has shown that you need five or more members, especially when you begin selecting local winners for scholarship.)
3. The District Scholarship Chairperson is responsible for calling and presiding over all Scholarship Committee meetings.
4. The District Scholarship Chairperson is usually a member of the District Executive Committee, and is responsible for attending all District Board meetings and making an oral report to the Board and a written report to the District Secretary on Scholarship Committee activities.
5. The District Scholarship Committee is responsible for determining the amount and number of local scholarship awards for the approval of the District Executive Board.
6. The District Scholarship Chairperson is responsible for the promotion, distribution and collection of the District applications for state and local scholarship awards.
7. The District Scholarship Chairperson is responsible for determining the eligibility of all scholarship applications and for preparing them for selection by the committee. The Chairperson only votes on an applicant in case of a tie.
8. The District Scholarship Chairperson is responsible for meeting all state deadlines for District application submissions.
9. The District Scholarship Chairperson is responsible for notifying the District winners and providing this information to the local media.
10. The District Scholarship Chairperson is responsible for presenting the District awards and making an annual oral and written report at the District's annual meeting.
11. The District Scholarship Committee is responsible for coordinating/raising the monies to fund local scholarship awards if local scholarships are to be given.
12. The District Scholarship Chairperson is responsible for the overall organization and supervision of all committee fund raising efforts.

13. The District Scholarship Chairperson is responsible for the distribution and collection of state SEANC Scholarship raffle tickets for the Annual Fund Raising Drive and for the return of the tickets and/or monies to the State Scholarship Chairperson at the State Convention.
14. The District Scholarship Chairperson will carry out other duties that may arise in the area of scholarship.

C. Staff Responsibilities

Members of SEANC's full time staff are designated to support the Scholarship Foundation. Their duties and position titles are as follows:

Liaison – Staff

The Staff Liaison to the SEANC Foundation Board is responsible for coordinating activities and administration of the Foundation between the Foundation Board and the Central Office. Specific duties include but are not limited to: insuring arrangements are made for all meetings; attending Board Meetings; maintaining an adequate supply of materials and applications for promotion of the program; coordinating clerical support activities; distributing applications to districts, schools and individuals; answering telephone requests for information and materials; assisting the District Scholarship Chairmen in developing review process for applications; receiving applications and break down by category; reviewing applications for completeness; corresponding with winners and non-winners; and dispatching checks to colleges of winners.

Fund raising activities: secures prizes for raffles; disperses tickets; assists with accounting of tickets and money; secures license, insurance and tags for prizes; coordinates delivery of prizes to winners; develops posters, news articles, etc., to promote raffles.

Secretary (Staff)

Clerical assistance is coordinated through the Staff Liaison and in normal circumstances would be provided by the secretary assigned to Liaison's area. Clerical duties include typing and mailing correspondence and information; mailing applications; answering telephone requests for information and materials; entering all winners and non-winners information for letters for applicants, Districts and Foundation Board; typing letters to colleges for check dispersal; typing and mailing sponsor letters for fundraiser(s); making arrangements for meetings; ordering lunch; and other clerical functions in advance of meetings.

Accountant (Staff):

Assistance with financial records is provided by the accounting clerk in the SEANC Central Office. Duties include maintaining accounting records; delivering deposits; paying of bills; issuing checks for scholarship winners; producing a monthly financial statement; and preparing records for annual audit.

D. Board Liaison Responsibility

The SEANC Board of Governors will annually appoint one of their members to serve as a Liaison between the two groups. This person should attend all called meetings and will interface on issues and concerns to both groups.

E. Executive Committee Liaison

The President, or his/her designee, will serve as Liaison to meetings for the Executive Committee. He/she will be responsible for updating status of Scholarship Foundation to the Executive Committee.

## **FINANCIAL GUIDELINES**

Purposes – The financial guidelines of the SEANC Scholarship Board are to provide a process for a continual flow of funds from such assets as are required by the Scholarship Foundation to provide scholarships in an uninterrupted manner for future years. To accomplish this, it is prudent that funds be professionally managed and not be subject to arbitrary movement of funds in accounts to capture small short term changes in interest rates or investment returns. Furthermore, the Board will plan ahead on scholarship allocations such that a contingency fund level exists to provide scholarship funding in a year of low fund raising.

A. Receipts

Contributions – are any money received on behalf of the Scholarship Foundation Board from any source. These funds can be subject to restrictions placed on them by the donor if acceptable to the Scholarship Foundation Board.

Fund Raising – is defined as activities undertaken by the Scholarship Board and/or related bodies to raise money for enhancement of the scholarship endowment. As such, these activities can be supported by the Scholarship Foundation Board as expense items prior to receiving the funds from the fund raising effort. Due diligence must be exercised so that before is actually approved as a fund raising activity, the possibility of expending more funds than the actual net proceeds from the fund raising activity are considered.

Endowment – is the concept applied to those funds placed in the earning capacity for the SEANC Scholarship Foundation such that they not be drawn down in any given year. The endowment funds are viewed as funds where the base capital should be left undisturbed and only five percent (5%) of the earnings from the endowment as of



December 31st of each year can be used to fund scholarships. These earnings can be supplemented by the use of current fund raising money proceeds.

Dividends – are defined as those earnings directly attributable to the earmarked endowment funds. These dividends should be available for either re-investment to increase endowment or expenditure for scholarship awards. Use of dividends will be limited to five percent (5%) of the previous years endowment earnings as of December 31st of the year.

## B. Accounting Process

1. Upon receipt of funds, they are allocated to a money market account. A series of accounts based upon the source of funds and previously determined purposes, can be established by the Board. Funds are transferred to the checking account in anticipation of expenditures. A nominal \$200 balance is maintained in the checking account.
  - a. Money Market Accounts – One money market account.
  - b. Checking Accounts – One checking account is used to disburse funds to cover expenses.
  - c. Pass Book Savings Account – Necessary to have other accounts at SECU.
  - d. Mutual Funds – (See investments below.)
2. Investments
  - a. **Short Term** – All funds not needed for monthly operations are kept in Money Market account.
  - b. **Long Term** – In 1986 the Scholarship Board appointed an Investment Committee. The board approved a plan whereby Edward D. Jones Company was chosen to place long-term (endowment type) money in a series of mutual funds based on low risk government securities. This removed the board from day-to-day investment decisions, placing them in the hands of professional money managers. Currently, all earnings from the mutual funds are used to purchase additional stock. The objective of managing the endowment is to keep investing mutual fund earnings so that the fund grows to a point such that earnings in any year are as great as the dollar amount of scholarships awarded in the previous year.
  - c. Therefore, scholarship awards each year would be set based on 5% of the previous year's endowment earnings.

3. Expenditures/Disbursements
- a. General & Administrative – The board chairperson can authorize all expenditures under \$500 which are generally mandated by the bylaws, policies and procedures of the SEANC Scholarship Foundation Board. Items of unusual circumstance must have a majority approval from polling of the board which can be done via telephone if necessary.
- 1) Board Expense – The mileage and per diem of board members will be paid upon filing appropriate documentation for up to four meetings held throughout the year. Because of fund limitations, meetings held in support of districts can only be reimbursed at the rate of mileage transportation; no per diem can be paid.
  - 2) Miscellaneous Expenses – Board members may incur miscellaneous expenses for later reimbursement with prior approval of the board chairperson
  - 3) Postage – Board members can request stamps from the Secretary or Treasurer to be used in official correspondence. All official correspondence must use Scholarship Board letterhead and a copy be retained for the review of Board Chairperson.
- b. Convention Expenses – will be paid in the following manner. For Board Chairperson, reimbursement for maximum of four nights at the least expensive mode which can be accommodated at the convention will be paid. In addition, per diem will be paid if requested by the Board Chairperson. The maximum of up to four additional Board members can have room expenses paid for two to four nights at lowest rate available, along with per diem if requested by the Board member, to serve as workers for the Foundation. Any board expenses paid for other members shall be only at the discretion of the Chairperson or in the event that a Board meeting is scheduled in conjunction with the annual meeting.
- c. Printing and Advertising - Budget items shall be approved in the annual budget. The Chairperson shall be allowed, in any given quarter, to expend an additional 25% of the quarterly allocation without additional Board approval. This can occur in only one quarter without further authorization from the Board. This is taking into account that unexpected printing expenses could occur but not be necessary to have a Board meeting.

- d. Scholarship Awards – Amounts shall be approved in the annual budget. No changes or variations or substitutions can be approved in the absence of the Board unless there are direct donations which do not require additional expenditures of Board expenses; i.e., acceptance of an outside donation to directly fund a scholarship with SEANC.
- e. Supplies – Expenditures shall be approved in the annual budget and shall be subject to review at each Board meeting.
- f. Contingency – A modest contingency fund shall be approved in the annual budget not to exceed 10% of the overall budget prior to the contingency calculation.
- g. Audit Expense – An item shall be included in the annual budget based on previous year’s expenditure for audit.

## **Fundraising**

Inherent on the duties of the Board of Directors is the responsibility to coordinate activities related to fund raising. At present there are six programs in place. Activities are not limited to these, but can include any activities approved by the Foundation Board of Directors to generate funds to perpetuate the mission and purpose of the Scholarship Foundation.

### **A. Types**

- 1. Cash Raffle: The Chairperson, with approval of the Board will be responsible to set awards for the raffle. The Board, assisted by full time staff support, will promote the raffle. Such avenues as articles in the SEANC paper, poster, flyers, etc., will be pursued. Tickets must be printed in a manner that will allow for stubs to be retained. Also, the tickets must be numbered for accounting requirements on both the stub and the part given to the ticket purchaser. The number printed will be determined yearly by the Board based on past years sales experience. Tickets will be numbered; and all tickets issued to districts and individuals will be logged out by number; and when turned in, accountability will be by number. A separate account will be activated yearly to handle raffle monies. It will be closed after all activities have been completed. Board members are expected to help with ticket donations and accounting, both at District level and at the annual SEANC Convention.

The annual cash raffle will commence approximately six months prior to the convention. The annual drawing will be held on Saturday, prior to the close of the business session. Tickets will be given to Districts approximately six months prior to Annual Convention for distribution. Receipt of money and stubs will be conducted during the same period. The final receipt of money for distributed tickets will be through Friday afternoon of the Annual Convention. All tickets (sold/unsold) will be held for audit purposes.

The Board will assess a fine to any District only if the District did not return all of their unsold tickets. The District will be responsible for paying for missing tickets.

2. Bowling Tournament: Board member(s) will be assigned to work with the volunteer Chairperson of the Bowling Tournament. He/she will be assisted by the Staff Liaison from the full time staff. The Bowling Tournament Chairperson will coordinate all facets of the tournament, with Foundation's Chairperson approval.

The Tournament Chairperson and Foundation Secretary will be responsible for tournament proceeds and will maintain proper accounting of all monies, prizes, etc. The time frame for publicizing or conducting the tournament will be -determined each year. There is no restriction on the location, pending Board approval.

The tournament will be promoted through brochures, posters and ads in SEANC paper. Any funds used to promote the tournament must come from the proceeds of said tournament.

3. Silent Auction: This activity is in held in conjunction with the Annual Bowling Tournament. A silent auction may be held using prizes donated by various vendors, districts or individuals to help support the Scholarship Fund.

Promotion of this auction is normally accomplished by posters, ads in SEANC paper, SEANC Scoop and word of mouth.

Volunteers are needed to help setup and monitory the table of auction gifts. A master list is prepared to show each item, the value and description of each item.

As Members place a bid, there is a minimum bid and minimum increase per item. There is a cash box to secure cash and/or credit card information (example below).

Item Value: \$300	Minimum Bid: Minimum Increase: \$
Item Name / Description:	
Member Name / Contact Number:	Bid Amount:
Name Tel/Cell #	

Once the bid sheets have been collected, the bids will be checked to make sure the winning bids have followed the minimum bid and minimum increase. If a minimum bid was not met, select the most recent high bidder who did meet the minimum bid. During this time, ask Members to wait while bids are verified. Make an announcement when you are ready, Have a Member collect the item as the item is paid. Give thanks and recognition to those who donated and bought.

Send thank you to the vendors and businesses who donated goods and services.

4. State Employees Combined Campaign: The Chairperson, with the assistance of staff, will annually prepare paperwork to be a listed member of the State Employees Combined Campaign. All contributions will be received and acknowledged in the usual manner. Promotion of this solicitation will be through ads and articles placed in the Reporter and other similar media.
5. Donations: Donations will be received by the Foundation from any legitimate source. Memorials will be received and acknowledged. Donations from the local Districts, individuals and convention cash collection will be taken yearly at the convention. These donations are separate from the various raffle fund-raisers.
6. Major Contributions: Monies received from individuals or corporations, etc., that total \$500 or more yearly.

**Endowment Scholarship Policy:** It is the intent of the Board for Scholarship Foundation to be the entity to hold all scholarship endowments. It is also the intent that these scholarships shall be an enhancement to the mission of the Foundation and not make additional work for the persons applying for or the Board judging these scholarships. Endowments must be for at least \$10,000.

1. All gifts given to SEANC for scholarship purposes will become part of the SEANC Scholarship Foundation.
2. All scholarship awards will be made in May of each year.
3. Person(s) wanting to establish a named scholarship should make the request in writing to the SEANC Scholarship Foundation Board listing expected corpus amount and restrictions on scholarship selection.
4. Scholarship criteria will be comparable to the established scholarship selection criteria.
5. A named scholarship cannot be in competition with the Scholarship Foundation commitment.
6. An endowment must have a corpus of at least \$10,000. Gifts may accrue up to three years to establish the endowment. If at the end of three years the restricted amount has not been reached, scholarship awards will be made to the extent of the gift.
7. The named endowment will be accounted for in a separate fund but may be invested with general corpus of the Scholarship Foundation.
8. A spending plan will be established with the assistance of investment manager, at the first meeting of the year based on the June 30 market value of the fund.

## **SCHOLARSHIP AWARD PROCESS**

### **PURPOSE:**

To define the procedure(s) for the awarding of scholarships from the point of interest by applicant to the actual payout of the award. This will include: eligibility criteria, application process, district and statewide screening, notification to selected applicants, notification to non-winners and disposition of unused/returned awards.

**A. ELIGIBILITY CRITERIA:** The five categories of scholarship award all share some similar qualifying criteria and each has special criteria for that particular award. An applicant will only be considered in one category at final judging.

In the event of the death of a SEANC member, the dependant may apply for a SEANC Scholarship if the death occurred within the 12 months preceding the application deadline. The member must have been in good standing at the time of passing.

Listed below is each category and the criteria for that specific award.

1. **CATEGORY I (FINANCIAL NEED) – FOUR YEAR UNIVERSITY/COLLEGE, TWO YEAR COMMUNITY OR JUNIOR COLLEGE, TECHNICAL OR TRADE SCHOOL**
  - a. Must be a SEANC member in good standing or dependent of SEANC member in which the member provides support for the applicant.
  - b. If the SEANC member is a legally appointed guardian of an applicant, then the applicant is eligible for consideration.

- c. Applicant must be enrolled full-time in, or have applied to, a recognized and accredited four-year university/college, two-year community or junior college, technical or trade school.
  - d. Applicant must attach a copy of the Student Aid Report (SAR), Federal Student Aid Programs Information Summary. Without this information this application will not be considered.
  - e. Failure to provide documentation shown in A thru D will disqualify applicant for consideration.
  - f. Emphasis in judging in this category is academic performance coupled with financial need. Community involvement, personal statements and recommendations are also considered for each applicant.
  - g. Submission of fully completed SEANC Scholarship Application within approved time periods.
2. **CATEGORY II (MERIT) – FOUR YEAR UNIVERSITY/COLLEGE, TWO YEAR COMMUNITY OR JUNIOR COLLEGE, TECHNICAL OR TRADE SCHOOL**
- a. Must be a SEANC member or dependent of SEANC member in which the member provides support for applicant.
  - b. If the SEANC member is a legally appointed guardian of an applicant, then the applicant is eligible for consideration.
  - c. Applicant must be enrolled full-time in, or have applied to, a recognized and accredited four-year university/college, two-year community or junior college, technical or trade school.
  - d. Financial information is not required to be submitted as this category is strictly judged on academic merit, extra curricula activities, personal statement and recommendations. Emphasis is on academic performance as gauged by high school/college GPA, class ranking and SAT score.
  - e. Recommended cumulative GPA of 3.00 (un-weighted).
  - f. Submit fully completed SEANC Scholarship Application within approved time periods.
3. **CATEGORY III (MEMBER ONLY)**
- a. Must be an active SEANC member or staff person who is employed full-time with the State of North Carolina or SEANC, Inc., who wishes to continue their education on a part-time basis (under-graduate, six hours per session or graduate work, three hours per session.)
  - b. Applicant must be enrolled in, or have applied to, a recognized and accredited post secondary school, trade school or other institution of higher learning, while pursuing a degree program.
  - c. Judging criteria used in this category is SEANC service, career objectives, community involvement, personal statement and recommendation of others.
  - d. Submit fully completed SEANC Scholarship Applications, Member Only, within approved time periods.

**B. APPLICATION PROCESS:**

**1. DISTRIBUTE/RECEIVE APPLICATIONS**

- a. January (Category I & II) – E-mailing to all high schools in state by SEANC Office. This mailing includes an explanatory letter about the program. Included also are application forms, brochures and a poster single, blank. Category I, II and III applications are e-mailed to District Scholarship Chairpersons during this period.
- b. January – March – Respond to questions from schools and applicants.
- c. April 15 – Application forms are due, complete with references and transcripts to district scholarship chairperson.
- d. April 15 – District committees review and select a winner in applicable categories. Forward winners, labeled as such, with completed Winner Report Form to the Central Office no later than May 1 each year. Non-winners should be packaged together and sent to Central Office, clearly labeled as such and showing district number. These have to be kept for auditor use. (See Attachment I: Winners Report Form)
- e. May 1 – Central Office Staff, receive winners packets and break out for each category. They are prepared for judging by Foundation Board & Staff Liaison.
- f. 3<sup>rd</sup> Week in May (each year) – Board meets for a three-day session and using established criteria, as shown on grading sheets, will judge and select winners for each category. Only one application per person will be judged at the State Level (See Exhibits 1,2, and 3 for examples of score sheets).
- g. June (each year) – Foundation Chairperson notifies each winner/non-winner by letter with copy to District Scholarship Chairperson.
- h. June – September (each year) – Central Office staff processes payment to school once notified by winner as to which school they will attend.

**NOTE:** Once judging is complete all applications become property of SEANC Scholarship Foundation and are held for three years for review by auditors. They will be destroyed when no longer required to be kept.

- C. APPLICATION SCREENING PROCESS:** The screening process is two stage, beginning with the district level. The winner at district level in each category is submitted to state level for judging for final awarding of scholarships.

**1. DISTRICT LEVEL:**

- a. All applications should be received or post marked by April 15.
- b. Applications will be screened as they are received for completeness. District committee members are free to contact applicants to inform them of missing parts on the application.
- c. District Chairperson forms committee of district members, normally 5 or more in number.
- d. Committee meets during period of April 15-May 1 to judge, with final applications & reports arrived at SEANC Office (or postmarked) no later than May 1.



- e. District Committee is encouraged to use format proposed by Scholarship Foundation Board in order to have uniformity in judging. (See Attachment II: Judging Score sheets).
- f. Committee selects winners in each category. Chairperson fills out Winners Report Form (See Attachment I) and sends form along with winner's applications to SEANC headquarters on May 1. Completed Score sheets (copies are acceptable) must be sent with applications. Non-winner applications are bundled together by category and labeled "Non-Winner: District \_\_\_\_\_" and submitted to SEANC headquarters to be kept for audit purposes.
- g. District Scholarship Chairperson notifies each applicant by letter as to status after district judging. Letter should indicate if applicant is a winner, their application will be forwarded to state level for judging in competition with other district winners. Non-winners should be thanked for applications and encouraged to apply again next year if still seeking education goals.

## **2. STATE LEVEL:**

- a. All applications postmarked by May 1 each year from each district.
- b. Winning applications from districts are grouped together in each category by SEANC staff for final judging. Non-winners' applications are filed by year and district for audit control
- c. Foundation Board members meet 3<sup>rd</sup> Week in May to conduct final judging. Due to number of applications this process has grown to be three days in length.
- d. Foundation Board members utilize judging format to rate each applicant in specified category with applicants receiving highest scores being judged the winners.
- e. The number of scholarships awarded in each category is selected at the first meeting of the Board after the convention and announced to membership by November of each year.

## **C. AWARDS PROCESS:**

- 1. Letter to each winner is sent from the Chairperson of Foundation Board with copy to Chairperson and Scholarship Committee at district level. Letter should tell amount of award, category of award, instructions on payment of award and process if award is not used.
- 2. Awards are paid by check directly to school of winner's choice with instructions on how proceeds can be used. Checks are normally mailed no later than August each year, if the Board has received the name of the school from winners. Schools will be asked to inform SEANC if funds are not used by failure of student to enroll or attend. This notification should be made by October 1<sup>st</sup> of the current year.

## **D. NON-USED/RETURNED AWARDS:**

- 1. Awards returned by schools due to non-enrollment by approved recipients will fall into two categories:
  - a. Failure to attend/enroll by choice – These monies will be returned to SEANC Scholarship Foundation. Depending on category of award, the Foundation

Chairperson may authorize the SEANC staff to select the first non-winner in the ranking within the same category and process the award to that person. This process would continue for all monies not used in this manner.

- b.** Failure to attend/enroll as a result of sickness/accident to award winner. Upon verification of this situation the awarded money would be set aside for a period of one year to allow winning applicant opportunity to attend/enroll upon regaining health. If, at the end of one year, the money is not used, then said money will be refunded to primary fund of SEANC Scholarship Foundation.
- c.** Situations not fitting A or B above will be decided on by Foundation on a case by case basis with decision ratified by quorum of the Board.

## **V. Training**

The Scholarship Foundation Board will conduct at least one annual training event, usually at the Annual Convention for District Scholarship Chairs/Members/District Chairs.