



... Making a positive difference in our community

# Matlacha Hookers' Scholarship Committee – Procedures

The Matlacha Hookers' Board shall annually appoint and approve a Chairperson to the Scholarship committee.

## Functions of the Scholarship Committee include:

1. Communicate/discuss annually to the Board of Directors the number and the amounts of the scholarships to be awarded.
2. Provide publicity regarding scholarships.
3. Receive and review all applications for scholarships awarded annually.
4. Select scholarship recipients and notify each one. Notify non-recipients, as well.
5. Present scholarship checks & certificates to recipients at the May General Meeting.

## General Provisions:

1. All application materials are **HIGHLY CONFIDENTIAL!** The privacy of all applicants needs to be ensured by all members of the committee, at all times. A confidential agreement may be required to sign for each member. Disclosure of Committee deliberations and votes is expressly prohibited! Violation of this provision is cause for immediate dismissal from the committee.
2. Any committee member having a family relationship with an applicant must excuse herself from the current Scholarship committee.
3. At the discretion of the Committee Chairperson, members present at the Scholarship committee meetings have a quorum irrespective of the number of members present. The Committee Chair may also arrange for specially called votes by telephone or electronic mail if the vote does not require substantial discussion and can be handled by telephone or electronically.
4. Committee discussions and communications will stay 'in committee' until the discussion, idea, etc. is finalized and ready for release/update to the Matlacha Hookers Board for approval and subsequent approval by the general membership via the meeting minutes or updates at the regular meetings. Any member whose actions or communications cause the release of committee discussion prior to its' being ready to release for approval via the organization's operating procedures, or interfere with committee activities, will be excused from the committee at the discretion of the Chairperson.

### **Scholarship Committee Chairperson's Duties:**

1. The Matlacha Hookers' Board will appoint a Scholarship Committee Chairperson in January of each calendar year.
2. The Chair shall select members of the Scholarship committee within two weeks of appointment to her position. To balance the work, it is suggested that the committee be an odd number of members, be no less than five, and no more than seven members.
3. The Chair shall be guided by the Matlacha Hookers' Bylaws in performing her activities. (Article V, Section 5.4 Duties of Chairs)
4. The Chair may delegate committee activities to members who volunteer to serve as Lead person for said activity. (See Committee Overview & individual tasks listed below.)
5. Meeting Minutes shall be prepared within two weeks of each meeting date. Any person on the committee may be delegated the task of taking notes for the Minutes. The designee will type the notes into electronic format and submit to the Chair. The Chair shall submit Meeting Minutes to the Matlacha Hookers Secretary, Web Mistress and Board, including any activities or actions taken. (Article V, Section 5.4 Duties of Chairs)
6. The Chair shall compile and file all scholarship applications. This file shall be given to the new Chair each year. A thumbdrive of all files will be provided by the chair. **Information older than three (3) years is to be destroyed.** (501(c)3)
7. Within two weeks (or less, depending on Ranking Meeting vs. May General Meeting dates) after the scholarships have been awarded, the Scholarship Committee Chair shall give the Matlacha Hookers' Secretary, and Treasurer, a list of the recipient's names, addresses, school to be attended, scholarship amount and year received. (501 © 3)
8. Chairperson shall check the Matlacha Hookers' website periodically to ensure Scholarship committee information is updated. At minimum, submit Meeting Minutes, Scholarship Application is made available online during posted dates, annual Award amount is updated, etc. All materials go to the Matlacha Hookers' Webmistress.

### **Selection & Duties of Committee Members:**

1. Board appoints and approves the Chairperson, or Co-Chairpersons, to the scholarship committee. (Article V, Section 5.1 Standing Committees)
2. Chair &/or Co-Chair selects individual committee members. Participation is on a volunteer basis. Volunteer must be a dues paying Matlacha Hooker in good standing. In case of a resignation, the Chair may fill the vacant position. ((501 (c) 3) Schedule H, Section 6 Selection of Committee - cannot find online reference to this reference.)
3. Committee member (delegated, or a volunteer) writes up minutes of all meetings. The member will submit the minutes to the Chair for review, edit, and approval. The Chair will send minutes to the board within two weeks of any scholarship meeting. (Article V, Section 5.4 Duties of Chairs)

4. Committee members participate in events which raise funds for annual scholarships. Scholarship committee members may also lead, organize, or Chair any other Matlacha Hookers' events, especially those which are fundraiser events for scholarships, if they wish to do so.

**Scholarship Records:** (information from: 501 (c) 3 – IRS)

1. ***Scholarship Applications.***
  - ✓ Compile and File records on a yearly basis.
  - ✓ Store for three years. Destroy after three years.
2. ***Scholarship Recipient's information*** (including names, addresses, and school attended).
  - ✓ Compile and File applications + supporting documents on a yearly basis.
  - ✓ Add names to list of past recipients
  - ✓ List should include names, addresses, school recipient will be attending when scholarship is received, and year in which scholarship is received.
3. ***Selection Committee Records*** (including selection criteria used and other documentation regarding the selection process).
  - ✓ Complete and file records on a yearly basis.
  - ✓ Store with scholarship records and destroy after three years.

**Scholarship Committee Procedures and Timelines:**

1. The ***first annual Committee meeting*** is to be convened by the Chairperson before January 31st, to meet subsequent deadlines.
  - ✓ Project Leads will be selected for the year's activities.
2. ***Application packets*** need to be ready by February 15<sup>th</sup>.
  - ✓ Take newspaper article about our scholarships to the local island paper (Pine Island Eagle) by February 15<sup>th</sup>.
  - ✓ By February 15<sup>th</sup>, take a sufficient number of application packets to the sites which will distribute them for us: Trader's Hitching Post, Pine Island Library, Pine Island Eagle, Pine Island Chamber of Commerce, Beacon of Hope, CW Fudge and all Pine Island Banks. Usually 5 copies per location is sufficient to start with. Check each location periodically to refill packets. A poster will be provided to the post offices.
  - ✓ Electronically send application, letter of introduction to school counselors, notice for bulletin board posting and request that this information be sent to all high school counselors to Ms. Lori Brooks, Asst. Director of Counseling Services at Lee County Schools: [LoriMB@leeschools.net](mailto:LoriMB@leeschools.net)
  - ✓ Inform application sites that they CANNOT accept completed applications. The applications MUST be mailed directly to the committee or given to a committee member by the postmark date.
  - ✓ Send to Webmistress.

3. **How to assemble** the application packets.
  - ✓ Change dates to reflect current year.
  - ✓ Make 35 copies of packet at PI Elementary. Mark applications with the distribution location.
  - ✓ Use samples available from previous year as guidance in assembling packet.
  
4. The **Media Lead** will ensure at least 3 newspaper articles & Hooker Herald is sent out to the Pine Island Eagle to remind applicants of the available Scholarships and pending deadline.
  
5. **All applications + required materials** must be returned by **the first Friday of April**.
  - ✓ The **submission deadline is the POSTMARK or delivery date**. This date has been changed to Friday, as the US Post Office is not open on Saturdays, except for select locations.
  - ✓ Keep originals as submitted, number, and make one copy.
  - ✓ Working with the copy, delete any personally identifying information.
  - ✓ Make copies of the redacted Application Form + required supporting materials for each member of the Committee. These copies will be used during the Ranking process, and then destroyed. This follows the blind selection process to be used by the committee.
  - ✓ Before the April deadline, the Committee will communicate to the Matlacha Hookers' board, the award amount per recipient and total number of awards to be given for the year, based on the anticipated available funds for the current year.
  - ✓ The Chairperson, with assistance from the treasurer, will gather information on all scholarship funds received for the year to help determine this amount.
  
6. The Committee will convene by the end of the **third week in April** to complete the **Ranking and Selection of Scholarship recipients**.
  - ✓ Committee members will individually review all applications, ranking each one.
  - ✓ The Committee will decide on selected applicants, plus one alternate winner in case one of the original selections declines the award.
  - ✓ The Chairperson will notify the Matlacha Hookers' Board of the scholarship recipients, providing a list to the Secretary and make arrangements with the Treasurer to prepare the checks. Have check made out to student and school to be attended, with notation "**Void if Not Cashed Within 60 days.**"
  - ✓ The Chairperson, or delegated committee members, will notify recipients and guidance counselors immediately of the awards. **All must be notified prior to the May General Meeting.**
  
7. The Chair will **delegate the following duties at the Ranking & Selection meeting**.
  - ✓ Invite scholarship recipients to attend the May General Meeting together with their parent(s) or guardian(s). Make arrangements to meet with those who may not be able to attend due to schedule conflicts. Contact students before the meeting as a reminder.
  - ✓ The Media Lead will arrange to have a group photo taken for the Pine Island Eagle and prep a short bio of each winner. Hint: Keep a copy of their Student Essay provided at the Ranking Meeting and use for the bio, or create a short paragraph from that information.

- ✓ Prepare the certificates of award, student name badges, and any other items to celebrate their award & designate their special status during the May General Meeting.

8. Complete the following at the **May General Meeting**.

- ✓ Committee members arrive at 5:30pm to prep for and greet recipients. Mark the table reserved for them. Ask Madam if Hookers buys the drinks.
- ✓ Give each winner their check, an award certificate.
- ✓ Present winners and their guests to the membership after the meeting has been called to order. Acknowledge parent/guardian. Have them stand up as a group & THANK them.
- ✓ Escort the winners and their guests from the meeting after they have been recognized.
- ✓ Acknowledge the individuals on the committee, and thank them for their hard work. Acknowledge the many volunteers who worked the various events which fund the scholarship program. Acknowledge all Coordinators for the fundraising events. The scholarship program could not happen without them!!!!
- ✓ Make sure media is there to take pictures.

**School Notification:**

When a high school student is awarded one of our scholarships, the guidance department at the school he/she attends must be informed of the award. (**See Section: Scholarship Committee Procedures & Timeline, item #6**).

If you need the telephone number for a high school, go to the Lee County Schools website:  
<http://www.leeschools.net/>

Open "Schools" in the menu bar, then click high schools. The schools are listed alphabetically.

- ✓ Call the high school number and ask for the guidance department. Usually the secretary will take the information for the guidance counselor who is in charge of the senior class.
- ✓ Tell the secretary your name and that you represent the Matlacha Hookers. You are calling to inform the school that \_\_\_\_\_ has been selected to receive a scholarship from the Matlacha Hookers in the amount of \$ \_\_\_\_\_. This award will be given at our monthly General Meeting on May \_\_\_\_.
- ✓ Ask if there are any questions, and leave a number at which you can be reached, if needed.

**2018 Scholarship Fundraising Events:**

<b>Activity</b>
Donations
Notecards
Artfest Tips
PIE Derby
Moose Pancake Breakfast
Bag & Tag
Women of the Trade
Logan Rabinette Memorial Funds
Island Crab Co
Money from Mariners funds?
Other –
Other –