

# NCAMOTC Procedures – Scholarship Chair

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## ROBIN FALL MEMORIAL SCHOLARSHIP FUND

### I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
  - (a) Outside NCA—Use NCA logo on all correspondence.
  - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
  - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
  - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15<sup>th</sup> annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the Treasurer.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

### II. SPECIFIC DUTIES:

1. Be responsible for handling all scholarship applications.
2. Determine the application deadline; customarily 6 weeks prior to Spring Convention.
3. Be present at the Fall Meeting when the number of scholarships to be awarded is voted on.
4. Send scholarship application, instructions and verbiage to the Communications Vice President for emailing to NCA membership by Nov 1 and monthly until the application deadline.
5. Post scholarship application and instructions on Facebook no later than Nov 1 and no less than monthly until the application deadline.
6. Review completed applications to insure that all requirements have been met. All required documents must be postmarked by the due date. Only contact applicants for missing documents if time prior to the due date allows.
7. Confirm via email to Membership Vice President (cc: President) that member's club is in good standing with NCAMOTC.
8. Send email acknowledgment of receipt of scholarship packet to applicants.
9. Send scholarship packet to Judges. Judges will be needed whenever there are more applicants than scholarships to be awarded. Possibilities for judges are other State MOTC organizations, local outside groups such as PTA, teachers, professors, etc.

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10. No later than Two Weeks Prior to Spring Convention
  - (a) Notify scholarship winners using the official letter (can be emailed as an attachment). Letter should congratulate the winners and invite them to attend the Spring General Session and/or the luncheon. The luncheon costs will be paid by NCA (costs to come out of the scholarship budget). Present award certificates to the recipient(s) who are in attendance at the meeting.
  - (b) Notify non-recipients using the official letter (can be emailed as an attachment).
  - (c) Return by mail, transcripts of all candidates to the applicants.
11. Post (after Spring Convention) recipient information on NCA private Facebook page (winners name, parents and club (if multiples), school, and field of study).
12. Prepare expense form for each recipient's award. Expense forms must include winner's name and all pertinent details for payment directly to the school. Submit forms to the Treasurer no later than July 31.

### III. FUNDING

1. Monies are raised the year prior to awarding scholarship(s).
2. Scholarship funds are received from NCA clubs and NCA members.

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## REQUIREMENTS

1. Applicants must be twins or higher order multiples, mothers or fathers of multiples, or siblings of multiples. Parents or applicants must be a member of a local club for a period of one (1) year and the club must be in good standing with the State Organization (NCAMOTC). Foster children are not eligible.
2. Applicants must attend or plan to attend (in the upcoming school year) an accredited school. This can either be a college, university or trade school (pre-school and private schools for grades K-12 are not eligible).
3. All requirements of applications must be complied with.
4. All completed application packets must be postmarked 6 weeks prior to that year's Spring Convention (scholarship chair will post the date on the application and in all communication).
5. The amount and number of the scholarships awarded each year will be reviewed and approved at the Fall Board Meeting.
6. The scholarship award will apply towards future tuition. If circumstances arise and your enrollment is postponed you have 1 year (until the following May) to enroll or your award is forfeited.
7. Confirmation of enrollment will be verified by scholarship chair before release of funds to the college Financial Aid Office. Treasurer will send check to the recipients' college (payable to the college). Scholarship Chair will send a letter with the check specifying the requirements listed above.
8. Each applicant will be required, at his or her own expense, to provide a transcript to NCA as part of the application process. Transcripts will be returned after judging commences.
9. NCA scholarships cannot be awarded to any one individual more than twice in four (4) years.