



**Los Angeles, CA Chapter
Southern University Alumni Federation
SCHOLARSHIP PROGRAM POLICY AND PROCEDURES**



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Purpose: The purpose of this policy and procedure is to outline that which is required to develop, approve, oversee, and administer the Los Angeles Alumni Chapter's Scholarship Program.

Rule of Law and Process for Amending Scholarship Program Policy and Procedures: This policy and procedure shall in no way supersede or be in conflict with the Los Angeles Alumni Chapter Constitution and By-Laws, the National Alumni Federation Constitution and By-Laws or any laws set forth in any local governmental jurisdiction where the Los Angeles Alumni Chapter resides.

This policy and procedure can be changed or amended by a motion moved, seconded, and voted on by a majority of members present at a regularly scheduled Los Angeles Alumni Chapter meeting. Such changes and/or amendments shall be in effect once this policy and procedure has been changed in writing and said written changes are made available to all members of the Los Angeles Alumni Chapter and/or presented in writing at the next regularly scheduled Los Angeles Alumni Chapter meeting held after the change or amendment was approved by majority vote.

Administration Responsibility: The responsibility for developing new and maintaining this policy and procedure for the Los Angeles Alumni Chapter Scholarship Program reside with the Chairperson(s) and members of the Los Angeles Alumni Chapter Scholarship Committee. The Scholarship Committee Chairperson(s) shall present any changes/amendments to this policy and procedure to the general body of the Los Angeles Alumni Chapter at a regularly scheduled general body meeting after the change/amendment has been approved at a prior Los Angeles Alumni Chapter regularly scheduled general body meeting.

Scholarship Chairperson(s) and in their absence, the Los Angeles Alumni Chapter President, are responsible for approving the disbursement of funds for scholarship or emergency awards approved by the Los Angeles Alumni Chapter general body. In the case of emergency funds that are time sensitive (a.k.a. "a dire emergency"), meaning a decision to approve a request and disburse emergency funds cannot wait until the next regularly scheduled Los Angeles Alumni Chapter general body meeting; the Scholarship Chairperson(s) and the Los Angeles Alumni Chapter President can approve disbursement of emergency funds only after said emergency fund requests are approved by a majority of Los Angeles Alumni Chapter Executive Board members. The decision of the Los Angeles Alumni Chapter Executive Board must then be presented for ratification (that is, a motion moved, seconded, and approved) at the next regularly scheduled Los Angeles Alumni Chapter general body meeting.

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Scholarship Chairperson(s) are responsible for presenting a signed Los Angeles Alumni Chapter voucher for the disbursement of Los Angeles Alumni Chapter Scholarship funds to the Los Angeles Alumni Chapter Treasurer for a check to be written from the Los Angeles Alumni Chapter bank account. The Los Angeles Alumni Chapter President can also authorize disbursement of scholarship funds from all scholarship accounts wherever they reside, in the absence of the Scholarship Chairperson(s). Scholarship Chairperson(s) must be notified in writing when funds are being authorized for disbursement by the Los Angeles Alumni Chapter President.

Scholarship Chairperson(s) and in their absence, the Los Angeles Alumni Chapter President, can authorize disbursement of scholarship funds that reside in an account managed by the National Alumni Federation in Louisiana. This authorization must be in writing to the appropriate authority in Louisiana authorized to release Los Angeles Alumni Chapter funds to student(s). Email is sufficient initial authorization, but post mail letter with Scholarship Chairperson's signature is the official notice to release Los Angeles Alumni Chapter funds to students on a Southern University Campus. The Los Angeles Alumni Chapter President shall submit in writing, to the National Alumni Federation house in Louisiana, the names of the Scholarship Chairperson(s) who can provide authorization to the National Alumni Federation representative in Louisiana to release Los Angeles Alumni Chapter Scholarship funds to students.

Scholarship Chairperson(s) are responsible for receiving and responding to all requests, including emergency fund requests, for Los Angeles Alumni Chapter Scholarship funds submitted to the Chapter via post mail, electronic mail, or other means of communication. At a minimum, requestors must receive an acknowledgement of receipt of said request and then a response as to whether or not said request has been approved or denied, in writing. An email to the appropriate email address identified for the requestor can serve as a sufficient response, but official response shall be via post mail letter with Scholarship Chairperson(s)'s signature.

Scholarship Chairperson(s) are responsible for making sure all requests for Los Angeles Alumni Chapter Scholarship funds are reviewed and are also responsible for making a recommendation to the Los Angeles Alumni Chapter general body (and/or Executive Board in the case of a dire emergency) for approval or denial of scholarship funds.

Scholarship Chairperson(s) for the Southern University Los Angeles Alumni Chapter are appointed by the Los Angeles Alumni Chapter President with the approval of the Los Angeles Alumni Chapter general body by majority vote at a regularly scheduled general body meeting.

The final authority/approval for the disbursement of any and all monies belonging to the Southern University Los Angeles Alumni Chapter resides with the general body present at a regularly scheduled Los Angeles Alumni Chapter meeting.

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Types of Los Angeles Alumni Chapter Scholarships: The types of scholarships to be considered for award by the Los Angeles Alumni Chapter include the following:

1. Merit Scholarship Awards

- a. High School Graduate from a school in the areas the Los Angeles Alumni Chapter serve. This award is also known as the ***JOHN and GENEVIEVE REDFUD SCHOLARSHIP***.
- b. Continuing Student currently matriculating at Southern University or transferring to a Southern University Campus from a Jr. College/University in the areas the Los Angeles Alumni Chapter serve. Continuing student may be a first time recipient or a prior recipient of a Los Angeles Chapter scholarship.
- c. Merit Scholarships are awarded to individuals who have been accepted for admission by the Southern University System (Admission criteria for Southern University can be found at <http://www.subr.edu/index.cfm/page/325/n/1524>) and who meet at least two of the following Los Angeles Alumni Chapter minimum criteria:
 - i. 3.0 GPA
 - ii. 1000 SAT composite
 - iii. 18 ACT composite

2. Financial Need Awards

- a. Out-of-State Fees award for new high school graduate or transfer from a school in the areas the Los Angeles Chapter serve; or continuing student already attending Southern University
- b. High School Graduate from a school in the areas the Los Angeles Chapter serve
- c. Continuing Student who may or may not be a prior Los Angeles Chapter scholarship recipient; who is currently matriculating at a Southern University Campus; or who is transferring from a Jr. College/University in the areas the Los Angeles Alumni Chapter serve.
- d. Financial Need Scholarships are awarded to individuals who have been accepted for admission by the Southern University System. Admission criteria for Southern University can be found at <http://www.subr.edu/index.cfm/page/325/n/1524>

3. Emergency Fund Awards

- a. Request for emergency funds can come from a new high school graduate, transfer, or continuing student directly to the Los Angeles Alumni Chapter
- b. Requests for emergency funds may also come from third parties (entities, individuals, family members, university officials, etc.) advocating on behalf of a student needing help in an emergency for the purposes of meeting requirements to attend, matriculate, graduate, etc. at a Southern University campus.
- c. Emergency Funds are awarded to individuals who have been accepted for admission by the Southern University System. Admission criteria for Southern University can be found at <http://www.subr.edu/index.cfm/page/325/n/1524>

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Los Angeles Alumni Chapter Scholarship Awards Timeline and Process:

A. Merit and Financial Need Awards are reviewed, approved, and issued once a year as follows:

1. Scholarship Applications are **due May 1st** of each year. Applications postmarked after May 1st will not be considered. The individual submitting the late application will be informed by the Scholarship Committee to re-submit their application by the deadline for the following year. An individual must submit a scholarship application every year to be considered for an award, whether or not the individual has received a prior award from the Los Angeles Alumni Chapter.
2. Scholarship Committee completes review of all applications submitted by the deadline, by **June 1st**.
3. Scholarship Committee recommends awards by **June/July** L.A. Chapter Monthly Meeting Depending on the amount of funds available and the number of scholarship applications received by the Chapter, the scholarship committee will recommend a dollar amount for each scholarship award, annually, as part of their award recommendation to the L.A. Chapter.
4. Scholarship Committee sends written communication to scholarship applicants informing them of L.A. Chapter Awards by **August 10th**
5. Scholarship Chairperson(s), or in their absence the Los Angeles Alumni chapter President, sends written communication to Alumni House in Louisiana notifying them of scholarship recipients and approving disbursement of monies by **August 31st**. Disbursement of monies from any fund and/or account belonging to the Los Angeles Alumni Chapter requires completion of a Los Angeles Alumni Chapter voucher by the Scholarship Committee Chair or designee.

B. Emergency Fund Awards are reviewed, approved, and issued whenever a request is received by the Chapter

1. Emergency Fund requests must be received in writing (email is acceptable) by the Scholarship Committee of the Los Angeles Alumni Chapter.
2. Scholarship Committee will review requests for emergency funds and make recommendation for award by the next Los Angeles Alumni Chapter general body meeting
3. Emergency Fund Requests that are time sensitive, meaning the request cannot wait until the next Los Angeles Alumni Chapter general body meeting for approval and disbursement of funds, will be reviewed by the Scholarship Committee and a recommendation made to and approved (or denied) by a majority vote of the Los Angeles Chapter Executive Board.
4. Emergency Fund Requests approved by the Los Angeles Chapter Executive Board cannot exceed \$250.00. Funds greater than \$250 must be approved at a general body meeting.
5. Scholarship Chairperson(s), or in their absence the Los Angeles Alumni chapter President, sends written communication to Alumni House in Louisiana or the Los Angeles Alumni Chapter Treasurer, notifying them of scholarship recipients and approving disbursement of monies. Disbursement of monies from any fund and/or account belonging to the Los Angeles Alumni Chapter requires completion of a Los Angeles Alumni Chapter voucher by the Scholarship Committee Chair or designee.

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Scholarship Program Fund/Account

The Los Angeles Alumni Chapter Scholarship Fund account will receive deposits/donations from fundraisers, donations, grants, etc. All monies received for the Los Angeles Alumni Chapter Scholarship Account will itemized and reported on financial reports provided to the Los Angeles Alumni Chapter general body by the Los Angeles Alumni Chapter Financial Secretary and Treasurer.

Deposits/Donations

1. The Los Angeles Alumni Chapter Financial Secretary(Financial Secretary) will receive all deposits/donations for the Scholarship Account. These monies may be the result of individual donations or receipts from organized scholarship fundraisers.
2. Financial Secretary will specify the name, address, and amount of each donation on the scholarship fundraiser or donation report.
3. Financial Secretary will transfer all monies received for the Scholarship Fund to the Treasurer for deposit into the Los Angeles Alumni Chapter's Financial institution. Financial Secretary will receive a receipt of funds transferred for deposit from the Treasurer.
4. Scholarship Committee is responsible for providing a letter, with notes of thanks and gratitude to every donor identified for a Los Angeles Alumni Chapter donation or fundraiser contribution. The letter will be signed by the Scholarship Committee Chairperson(s) and the Los Angeles Alumni Chapter President and will include any and all tax ID or tax exempt status numbers in the communications sent thanking Los Angeles Alumni Chapter Scholarship Fund donors.
5. Scholarship Committee will maintain a database of all Los Angeles Alumni Chapter Scholarship Fund donors for future reference.

Disbursement of Scholarship Funds

1. The Los Angeles Alumni Chapter Treasurer (Treasurer) will receive all monies to be deposited for the Los Angeles Alumni Chapter Scholarship Fund from the Los Angeles Alumni Chapter Financial Secretary(Financial Secretary).
2. The Treasurer will deposit all monies received from the Financial Secretary for the Scholarship Fund into the bank or other approved Los Angeles Alumni Chapter financial institution.
3. The Treasurer will provide a monthly report on the balance of monies in the Los Angeles Alumni Chapter account for the Scholarship Fund including a detail report of disbursements made from the Scholarship Funds located in all accounts owned by the Los Angeles Chapter. This includes monies on deposit with the Alumni Federation House in Louisiana.
4. The Treasurer will receive an approved voucher for all disbursement of funds from the Los Angeles Alumni Chapter Scholarship Fund account from the Scholarship Committee Chairperson(s) or designee.