

Charter

NAEP Sons and Daughters Scholarship Fund

Purpose:

- To support and encourage the higher education of dependents of NAEP Members.
- To add to the value of NAEP participation and Membership.
- To recognize professional service provided to NAEP and to member institutions.

Scholarship Fund: A separate fund(s) will be established by the NAEP National Office for the receipt of tax-deductible contributions. All contributions will be acknowledged by the National Office. Multiple named scholarships may be established and may collect contributions and investment income. At such time as the undesignated fund or any named fund can sustain a \$1,000 per year payout via annual investment earnings, scholarship(s) will be awarded.

The primary fund for the receipt of undesignated contributions will be named the NAEP Sons and Daughters Scholarship Fund. Named scholarships may be established (i.e. the President's Scholarship Fund or the MINK Scholarship fund). An endowment of \$25,000 will be encouraged for named scholarship funds to ensure an annual award. (\$26,000 if a first-year award is desired).

Named scholarship funds may carry an award designation (i.e. awarded annually to a MINK Region applicant) so long as the designation is not in conflict with the general concepts of the NAEP Sons and Daughters Scholarship Fund and is accepted by the Chair of the Scholarship Committee.

Eligibility:

1. A dependent son or daughter of a person (sponsor) employed by an NAEP Member institution or the NAEP National Office in a full or part-time capacity. The sponsor's primary job duties must be in the area of procurement. Dependency will be as classified by related IRS regulations that allow for a child to be claimed as a dependent tax deduction.
2. The dependent seeks full-time enrollment in post-secondary education.
3. In the event that the NAEP Member leaves the employment of the institution before the payment of the scholarship, the scholarship will be cancelled.

Application:

1. An application form will be developed and posted on the NAEP website for use by all interested applicants. Applications must be completed and submitted to the National Office by the deadline date. Applications must be mailed and contain original signatures. A picture of the applicant will be submitted for use as publicity if a scholarship is awarded.
2. Applications will collect general information about the applicant, the sponsor, the sponsor's past participation in higher education procurement and NAEP, and the endorsement of the Member of Record for the Member institution.
3. The scholarship is for one year. Past scholarship recipients may reapply.

Selection and Award:

1. In October of each year, the NAEP National Office (Finance Manager) will advise the Scholarship Committee Chair how many \$1,000 scholarships will be available for award.
2. In October, The Chair will announce the availability of scholarships to the membership via all available communications channels. Applications will be due at a date in February.
3. The National Office will verify that all applicants are from institutions that are current Members of the Association.
4. The Chair will appoint three Members of the Scholarship Committee to serve on the Evaluation Committee. Members of the Evaluation Committee will review the applications and make award recommendations to the Chair. The basis for award recommendations will be at the sole discretion of the Members of the Evaluation Committee.
5. The Chair will act upon the recommendations of the Selection Committee in such time as to be able to make the award announcements at the NAEP Annual Meeting.
6. Awarded \$1,000 Scholarships will be paid to the institution where the recipient has enrolled, and not directly to the recipient.

Administration:

1. The Scholarship Committee is an established, standing organizational component of NAEP and comprises volunteer Members. The Committee Chair will be appointed by the NAEP Board of Directors. The Scholarship Fund Charter and any amendments to it will be approved by the NAEP Board of Directors.
2. The Scholarship Committee is vested with the responsibility to implement communications and other activities designed to publicize the NAEP Sons and Daughters Scholarship Fund and to obtain contributions.
3. A website will be developed to provide information about the NAEP Scholarship and Professional Development Funds, to accept applications and to accept contributions.
4. Serving NAEP Board Members and Scholarship Committee Members will not be eligible for an award.

Note: This charter was approved by the NAEP Board of Directors at their Winter Board Meeting, Nov 16-17, 2007.

NAEP Sons and Daughters Scholarship Application

The National Association of Educational Procurement (NAEP) has established a scholarship fund to help support and encourage the higher education of sons and daughters of NAEP members. The scholarship amount is \$1,000 and is not renewable.

Past recipients may reapply. Awards will be announced in April or May of each year. Awards will be sent directly to the institution in which the applicant enrolls.

Eligibility:

The son or daughter must be a “dependent” of the NAEP Member as determined by IRS regulations. Dependents of NAEP employees are also eligible.

The son or daughter must be seeking full-time, post-secondary education.

The NAEP Member must be employed, either full-time or part-time, by a Member institution and engaged in procurement as their primary duty.

