**Manual of Policy and Procedures**

**Kansas BPW Educational Foundation, Inc.**

The Kansas BPW Loan and Scholarship Foundation, Inc. was established in June of 1987 by action of the Kansas Federation of Business and Professional Women. Following action by the Foundation Board of Directors, the name was changed to the Kansas BPW Education Foundation in June of 2001.

The KANSAS BPW FOUNDATION is incorporated as a non-profit, tax-exempt corporation under the code of the state of Kansas and Section 501 (c)(3) of the Internal Revenue Code of 1954. The articles of incorporation are filed with the Secretary of State of the State of Kansas.

**I. Loans and Scholarships**

1. The purposes for which the Foundation was formed are as follows: to carry on charitable and educational purposes, including supporting education by means of distributions to individuals for loans

 and scholarships to further the educational process; and more specifically to administer the scholarships

 and other funds under the Foundation, namely: the Undergraduate Scholarship, the Career

 Development Scholarship, the Career Preparatory Scholarship, the Dr. Sharon Wiber Young Careerist

 Scholarship, the Elsie Borck Health Care Scholarship, the Dena Nigus Memorial Scholarship, the Carol

 Nigus Leadership Scholarship, the Dr. LewAnn Schneider Individual Development Scholarship, the

 Mara Crawford Professional Development Scholarship, the Hall of Fame Scholarship program, and the

 Loan fund.

2. Criteria for the Undergraduate Scholarship.

 The applicant selected must meet the following qualifications:

 (a) must be a college freshman, sophomore or junior;

 (b) must be enrolled in a four-year academic program at an accredited college or university; and

 (c) must be endorsed by a Kansas BPW local organization.

3. Criteria for the Career Development Scholarship.

 The applicant selected must meet the following qualifications:

1. must be an individual who has a career and wants to broaden their education and/or increase

 their earning abilities; and

 (b) must be endorsed by a Kansas BPW local organization.

4. Criteria for the Career Preparatory Scholarship.

 The applicant selected must meet the following qualifications:

 (a) must be enrolled in either a one- or two-year academic/career/vocational/technical program;

1. the program must qualify them for immediate employment or transfer to a four-year

 undergraduate program; and

 (c) must be endorsed by a Kansas BPW local organization.

5. Criteria for the Dr. Sharon Wiber Young Careerist Scholarship.

 The applicant selected must meet the following qualifications:

1. must be a Young Careerist, person 21-35 years of age

 (b) educational subjects taken must increase employable skills;

 (c) must be able to provide proof of BPW membership; and

 (d) must be endorsed by a Kansas BPW local organization.

 If no Young Careerist applies, this scholarship is available to anyone for course work that would further

 enhance employment skills.

Revised March 2010 -1-

6. Criteria for the Elsie Borck Health Care Scholarship.

 The applicant selected must meet the following qualifications:

 (a) must be at least a college freshman obtaining a degree (associate or above);

 (b) must be preparing to practice in Kansas in one of the health professions; and

 (c) must be endorsed by a Kansas BPW local organization.

7. Criteria for the Dena Nigus Memorial Scholarship.

 The applicant selected must meet the following qualifications:

 (a) must be a college junior, senior, or graduate student in an accredited college or university;

 (b) must be preparing to in Kansas; and

 (c) must be endorsed by a Kansas BPW local organization.

(d) The Dena Nigus Memorial Scholarship will give special consideration to persons preparing to teach special education..

8. Criteria for the Carol Nigus Leadership Scholarship.

 The applicant selected must meet the following qualifications:

1. must be enrolled in a Kansas school of higher education at time of application;
2. must have demonstrated an extensive record of public and community service;
3. must have demonstrated outstanding leadership potential;
4. must provide a written summary of their involvement in community affairs with their application; and
5. must be endorsed by a Kansas BPW local organization.

9. Criteria for the Dr. LewAnn Schneider Individual Development Scholarship.

 The applicant selected must meet the following qualifications:

1. must have completed the Individual Development course or a similar Professional Development course;
2. must provide proof of completion of the ID course with the application;
3. may apply scholarship to continuing education, attending a seminar or workshop, attending Kansas BPW conferences or state convention, and
4. must be endorsed by a Kansas BPW local organization.

10. Criteria for the Mara Crawford Professional Development Scholarship

 The applicant selected must meet the following qualifications:

1. must be a woman who is already in the workforce;
2. must have graduated from high school more than five (5) years prior to applying;
3. must have serious family responsibilities and obligations;
4. may be seeking degree in any field of study in any post-secondary institution; and
5. must be endorsed by a Kansas BPW local organization.

 11. Criteria for the Loan fund.

 The applicant selected must meet the following qualifications:

 (a) must be 18 years of age;

 (b) must be a high school graduate when application is submitted;

(c) must attend a school located in Kansas;

1. The Board of Directors of the Foundation may, at their discretion, approve a

 loan for highly specialized training that cannot be obtained in Kansas.

 (d) must be endorsed by a Kansas BPW local organization.

 Recipients must pay back loans no later than eighteen (18) months after terminating school.

 The full amount must be paid in five (5) years of less. Loans are interest free and will not

 exceed a total of $800 for all loans combined.

Revised March 2010 -2-

1. Criteria for the Hall of Fame Scholarship program.

The Foundation will award a Hall of Fame Scholarship when the following criteria has been met:

* 1. a total of $500 has been donated to the Foundation general fund;
	2. the donating person(s) have designated the honoree(s) of the scholarship; and
	3. the honoree(s) have determined the criteria for awarding the scholarship.

 The applicants for a Hall of Fame Scholarship will follow the same procedure as for the other

 Foundation scholarships.

1. General criteria for all Scholarships and Loans administered by the Foundation.

 The following criteria apply to all scholarships and loans:

 (a) Local organizations Responsibilities.

 Local organizations are encouraged to:

1. check the applications to determine if the applicant meets the criteria for the

 scholarship(s) the applicant is applying for;

 (2) investigate the applicant’s character, scholastic ability, and financial need;

(3) If the applicant qualifies, a local organization member must make a motion to approve

 the application. The motion must:

 (a) state the name of the applicant

 (b) be recorded in the minutes of the meeting, showing the voting results of the

 motion.

1. approve the application at the December meeting and no later than the January

 meeting;

1. have the local organization President sign the approved application;
2. mail the original application and six (6) copies, to the President of the Kansas BPW Educational Foundation postmarked on or before the February 1st deadline;

 (7) submit as many qualified applications as the members have approved;

(8) keep one copy of each application for their files;

(9) if needed, provide a meal ticket at the designated state meeting, and transportation if

 applicant is awarded a state scholarship or loan;

 (10) publicize the scholarships and loans available in their local community;

 (11) keep in contact with loan and scholarship recipients; and

 (12) invite recipients and applicants to join BPW.

 (b) Forms to be completed by the applicant.

 The applicant must adhere to the following procedures:

 (1) the application should be typed or printed in ink;

1. mark the scholarships and loans the applicant is applying for on the cover of the

 application;

 (3) provide a resume, which includes:

 (a) schools attended, starting with high school;

 (b) degrees earned;

 (c) graduation dates or dates attended;

 (d) grade point average;

 (e) honors or awards received;

 (f) employment experience, including type of work done and dates of

 employment; and

 (g) membership in organizations.

 (4) provide a copy of all school transcripts;

1. provide a personal biography, which is no more than three (3) pages double-spaced;

Revised March 2010 -3-

(6) answer the following questions:

* 1. Express your career goals, the direction you want to take in the future in your

 proposed field of study, your reason for selecting this field, the training

 institutions you plan to attend and why, your circumstances for re-entering

 school if a factor, and any other relevant information; and

 (b) What makes you uniquely qualified for this scholarship;

 (7) provide a completed financial needs form.

(c) Application Assembly

 The application must be assembled as follows:

 (1) staple the original pages of the application in this order:

 (a) application form

 (b) financial needs form

 (c) resume

 (d) personal biography

 (e) all school transcripts

(2) do not send endorsements, letters of recommendation, etc.

(3) all six (6) copies and the original are to be assembled in the same order; and

 (4) be sure the application is complete, in proper order, all blanks filled out, and neat.

 (d) Any application postmarked after the February 1 deadline will not be considered.

 (e) Applicants may be male or female and of any race or ethnic background.

1. Applicants can win in only one category during that current year, but may apply again the next

 year.

14. Scholarship and Loan Selection Process

 The Kansas BPW Foundation Board of Directors will apply the following procedure when selecting

 recipients:

 (a) the Board of Directors will select the recipients from the applications received by the February

 1st deadline and which are complete and correct;

 (b) the Board of Directors will choose the recipients at its meeting held in conjunction with the

 Spring Board meeting of the Kansas Federation of Business and Professional Women;

 (c) the Board of Directors will announce the recipients at the Kansas BPW Spring Board meeting;

(d) the President of the Board of Directors will notify all applicants, and their respective local

 organizations, as soon as possible after Spring Board of their status in the competition;

1. the amount of each scholarship is contingent upon the interest accrued from the Foundation

 funds during the current fiscal year. The Board of Directors will determine the actual amount

 of each scholarship; and

1. Loans will be limited to $800 combined. Repayments of previous loans will determine the

 number and amount of loans offered.

15. Scholarship Recipients Responsibility

 Recipients of scholarships shall:

 (a) plan to attend the Foundation scholarship recipient recognition at a Kansas BPW state meeting to be recognized;

 (b) be expected to make a brief speech;

 (c) confirm enrollment plans with the president or treasurer of the Foundation by August 1 or as

 soon as possible thereafter by having the college/university verify the recipient’s enrollment;

 and

(d) direct the treasurer of the Foundation as to where the check should be sent - directly to the

 recipient or to the financial aid office of their school.

16. Loan Recipients Responsibility

 Recipients of loans shall:

 (a) be required to sign a promissory note and furnish a co-signer;

 (b) receive a one-time loan, with the check payable to the loan recipient;

(c) pay back the interest free loan no later than eighteen (18) months after the recipient terminates

 school, or five (5) years, whichever is sooner;

 (d) communicate periodically with the president or treasurer of the Foundation; and

 (e) be responsible for repaying the loan; the local BPW organization assumes no responsibility for

 repayment of the loan.

Revised March 2010 -4-

**II. Members of the Foundation**

 1. Members of the Foundation shall consist of all members in good standing of Kansas BPW.

 2. Annual Meeting.

 (a) shall usually be held at the same time and place as the annual State Convention of

 Kansas BPW.

 (b) Purpose of the annual meeting

 (1) elect members to the Board of Directors;

 (a) voting body shall consist of delegates to the annual State Convention of

 Kansas BPW.

 (2) annual report of the Board of Directors;

 (3) annual financial report; and

 (4) transact any other business necessary for the operation of the Foundation.

**III. Board of Directors**

1. Qualifications.

 The qualifications for the Foundation Board of Directors shall be:

 (a) a member in good standing of Kansas BPW; and

 (b) elected by a majority vote of the voting body at the annual state convention of Kansas BPW.

2. Term of office.

 (a) Each director shall hold office until the third annual meeting following their election; and

 (b) Terms shall be staggered, so that approximately one-third of the Directors’ terms expire each

 year.

3. Number of Directors

 (a) The number of directors shall be not less than three or more than nine.

 (b) The current number of directors shall be six and shall remain at this number until increased or

 decreased according to provisions in the Foundation bylaws.

4. Elections

 (a) Candidates for the Board of Directors shall file the following with the Secretary of the

 Foundation by May 1st.

1. Copy of minutes of the local organization meeting at which the candidate was

 endorsed,

 (2) Letter agreeing to serve if elected, and

 (3) a resume of past federation and local activities and qualifications for the Board of

 Directors.

1. Elections shall be by ballot or unanimous consent of the voting body at the annual convention of Kansas BPW.

 (c) If election is by written ballot, a majority of all votes cast shall constitute an election.

 (d) Nominations may also be made from the convention floor provided all required material is

 presented immediately following nomination.

 (e) Polls shall be open during hours determined by the board of directors.

 (f) The President of the Foundation shall report to the convention body the names of nominees,

 including their respective organizations, prior to the opening of the polls.

 (g) Campaign procedures will be outlined on a yearly basis, as directed by the board of directors.

5. Meetings.

 (a) Regular Board meetings shall be held at least twice yearly.

 (1) these meetings should be held at the same time and place as the Spring Board and Fall

 Board of Kansas BPW.

 (2) the purpose of the meeting shall be to transact such business that may come before the

 Board between annual meetings.

Revised March 2010 -5-

 (b) Annual meetings shall be held in conjunction with the annual State Convention of

 Kansas BPW.

 (1) purpose of the annual meeting shall be to elect officers and plan for the upcoming year.

 (c) Special meetings may be called by the President or any two (2) directors.

 (d) Notice of meetings shall follow the procedure outlined in the Foundation bylaws.

6. Vacancies

 (a) may be filled by the affirmative vote of a majority of the remaining Directors. The vote may

 be taken by telephone, e-mail or mail.

 (b) will be filled for the unexpired term of the predecessor in office.

 (c) The President of the Foundation shall advertise in the BPW/Kansas state publication any

 vacancy that occurs to solicit members who wish to be appointed to the vacant office.

 (d) The candidates for the vacancy shall provide:

 (1) a brief resume;

 (2) a letter agreeing to serve; and

 (3) copy of minutes with the endorsement of local organization.

**IV. Duties of Officers**

 1. The officers of the Foundation shall be the President, Vice President, Secretary and Treasurer. The

 remaining member(s) of the Board of Directors shall be known as Member.

 2. The officers shall be members of the Board of Directors.

 3. The officers shall be elected by the Board of Directors.

 4. The officers shall serve in that capacity until the next annual meeting of the Board of Directors or until a

 successor has been elected.

 5. The President shall:

 (a) preside at all meetings of the Foundation and the Board of Directors;

 (b) interpret the Kansas BPW Foundation policies, procedures, and objectives;

 (c) be authorized to sign any instruments that the Board of Directors or members have

 authorized to be executed;

 (d) make available to all local organizations a loan and scholarship packet at Fall Conference of

 Kansas BPW;

 (e) send a reminder letter, by mid-September, to each local organization President to publicize the

 scholarships and loans available and to attempt to secure applicants;

 (f) provide the Board of Directors copies of the applications as soon as possible after the February

 1st deadline for judging prior to the meeting held in conjunction with Kansas BPW Spring

 Board;

 (g) notify all applicants, and their respective local organizations, as soon as possible after Spring

 Board, their status in the competition;

 (h) immediately following the annual Foundation election, write the recipients and the sponsoring

 local organizations, introducing the Board of Directors for the new year, giving addresses for

 each;

 (i) promote Foundation through various means, which could include articles for the Kansas BPW

 state publication on behalf of the Foundation;

 (j) solicit nominations for Board of Directors vacancies and for election of the Board of Directors;

 (k) provide ballots for the annual election of the Board of Directors;

 (l) ensure that an annual audit of the books for the Foundation is performed, either by appointing

 an auditing committee or by certified public accountant;

 (m) prepare an annual report that shall be presented at the annual meeting;

 (n) be reimbursed for expenses incurred performing the duty of President, including:

 (1) $15.00 per night for lodging incurred at the regular meetings and annual meeting of the

 Board of Directors; and

 (2) $.15 per mile for official Foundation travel;

Revised March 2010 -6-

 (o) receive three hundred (300) dollars from the Foundation Treasurer for a petty cash fund. A

 complete record with receipts of all expenditures shall be given to the Foundation Treasurer

 when petty cash fund is depleted and the fund shall be replenished. An annual report showing

 all receipts and all expenditures shall be submitted to the Foundation Board members at the

 pre-convention Board meeting.

 (p) within one month after leaving office turn over all books and records to her/his successor; and

 (q) perform all duties incident to the office of President and such other duties as may be authorized

 by the Board of Directors.

6. The Vice President shall:

 (a) perform the duties of the President in the absence of the President or in the event of the

 President’s inability or refusal to act;

 (b) be reimbursed for expenses incurred performing the duty of Vice President, including:

 (1) $15.00 per night for lodging incurred at the regular meetings and annual meeting of the

 Board of Directors; and

 (2) $.15 per mile for official Foundation travel;

 (c) within one month after leaving office turn over all books and records to her/his successor; and

 (d) perform such duties that may be assigned by the President or by the Board of Directors.

7. The Secretary shall:

 (a) keep the minutes of the meetings of the Foundation members and of the Board of Directors;

 (1) minutes shall be mailed to the Board of Directors no later than thirty (30) days

 following a meeting of the Board of Directors or of the members.

 (b) be reimbursed for expenses incurred performing the duty of Secretary, including:

 (1) $15.00 per night for lodging incurred at the regular meetings and annual meeting of the

 Board of Directors; and

 (2) $.15 per mile for official Foundation travel;

 (c) within one month after leaving office turn over all books and records to her/his successor; and

 (d) perform such duties that may be assigned by the President or the Board of Directors.

8. The Treasurer shall:

 (a) be responsible for all monies of the Foundation;

 (b) collect all money belonging to the Foundation and deposit it in a bank selected by the Board of

 Directors;

 (c) disburse funds only upon original bills and authorization of the President and/or the Board of

 Directors;

 (d) present a written report at the annual meeting and other meetings of the Foundation as

 required;

 (e) submit account for annual audit by an auditing committee or a certified public accountant

 appointed by the President;

 (f) be responsible for filing all income tax and/or corporation forms as required;

 (g) secure a surety bond as the Board of Directors determines;

 (h) keep on file all original loan notes, articles of incorporation, and records of scholarship and

 loan recipients;

 (i) be reimbursed for expenses incurred performing the duty of Treasurer, including:

 (1) $15.00 per night for lodging incurred at the regular meetings and annual meeting of the

 Board of Directors; and

1. $.15 per mile for official Foundation travel;

(j) within one month after leaving office turn over all books and records to her/his successor; and

 (k) perform such duties that may be assigned by the President or the Board of Directors.

9. The Member shall:

 (a) be reimbursed for expenses incurred performing the duty of a member of the Board of

 Directors, including:

 (1) $15.00 per night for lodging incurred at the regular meetings and annual meeting of the

 Board of Directors; and

 (2) $.15 per mile for official Foundation travel;

Revised March 2010 -7-

 (b) perform such duties that may be assigned by the President or the Board of Directors.

**V. Contributions**

There are several ways to contribute to the Foundation. All contributions are welcomed.

1. Local BPW and individual contributors.

 (a) An acknowledgment is given for any contribution of $10.00 or more. Contributions may be

 made in honor or in memory of any person. On memorial contributions the donor is asked to

 designate to who the letter of appreciation is to be sent.

1. **Annual Individual Awards** are given are given in the following six categories:

 (1) Foundation Contributor -- $5 - $99;

 (2) Foundation Friend -- $100 - $199;

 (3) Foundation Supporter -- $200 - $299;

 (4) Foundation Patron -- $300 - $499;

 (5) Foundation Investor -- $500 - $999;

 (6) Foundation President’s Circle -- $1,000 and Above.

 (c) Recipients of annual individual awards will be listed in the Foundation Annual Report and receive a

 certificate at the Kansas BPW Educational Foundation Annual Meeting.

 (d) Monies spent at Foundation sponsored fundraisers by individuals may be included in total annual

 donations.

 (1) A Contribution Transmittal Form must be submitted at the time of payment.

 (e) **Annual Local Special Award** will be given when contributions, above and beyond any dues

 Collected, average a minimum of $3.00 per member based on membership as of May 31 of the prior

 year.

(1) The local organization will be listed in the Foundation Annual Report and will receive a

 certificate at the Kansas BPW Educational Foundation Annual Meeting if payment is

 postmarked by March 31.

(2) All contributions made by a local organization and its members to all Foundation funds count

 toward the $3.00 per member requirement for the annual local special award.

 (f) Local organizations that host a fundraising event for the Foundation will be listed in the

 Foundation Annual Report and receive a certificate at the Kansas BPW Educational Foundation

 Annual Meeting.

2. Business/Corporate Supporters

 (a) There are three categories of awards for which certificates are given. These are as follows:

 (1) Corporate Contributor -- $500.00 -- Donor is listed in the Foundation Annual Report,

 receives a certificate and a letter of appreciation from the Foundation President.

 (2) Corporate Benefactor -- $1,000.00 -- Donor is listed in the Foundation Annual Report,

 receives a certificate and a letter of appreciation from the Foundation President, and is

 listed in the BPW/Kansas Convention Book.

 (3) Corporate Patron -- $2,500.00 -- Donor is listed in the Foundation Annual Report,

 receives a certificate and a letter of appreciation from the Foundation President, listed

 in the Kansas BPW Convention Book, recognized at the Saturday night banquet at

 Kansas BPW state convention and their names placed on a plaque to be displayed at

 the Foundation annual meeting.

1. Contributions from businesses and corporations to match contributions by employees are also welcomed by the Foundation.

3. **Tax Deductible**. All contributions to the Foundation are tax deductible to the extent allowable by law.

Revised March 2010 -8-

4. **Other Contributions**. Contributions of stocks, bonds, or property may also be made to the Foundation.

 Since contributions of property may be made in a number of different ways, depending on the tax status

 of the donor, legal counsel is suggested. Further information may be obtained by writing the Kansas

 BPW Educational Foundation, Inc. Treasurer.

5. **How to Donate**. All contributions are to be on a voluntary basis. Contribution Transmittal Forms are

included in the information package given to each local organization at BPW/Kansas state convention and at every state meeting. Make checks payable to **Kansas BPW Educational Foundation, Inc.** and include the following information:

 (a) name of donor;

 (b) local organization; and

 (c) address of donor.

 Contributions should be sent to the Foundation Treasurer and will be processed in two weeks with an

 acknowledgment.

6. **Foundation Hall of Fame**. This program is to recognize and honor an individual with a one-time scholarship.

 The procedure is as follows:

* 1. may be established by an individual, group of individuals or a local organization;
	2. will not be awarded until a total of five hundred dollars ($500) has been received by the Foundation;
	3. donations may be made in installments up to five (5) years from the first donation;
	4. the parties who established the scholarship will determine the criteria; and
	5. the Foundation Board of Directors will publicize, solicit applications and select the recipient during the annual scholarship cycle.

Revised March 2010

 -9-