

## Marie Simmons Scholarship Committee Procedural Guidelines

Adopted: April, 1995    Amended: May, 2023

1. **Name:** The name of this scholarship shall be the Marie Simmons Scholarship of the New York State Organization of Mothers of Twins Clubs (NYSOMOTC).
2. **Purpose:** The purpose of this scholarship is to provide an award to the individuals who qualify hereunder, assisting in the payment of expenses arising from the pursuit of post-secondary education.
3. **Restrictions:** These awards are restricted to abide by the laws and ordinances that govern the nonprofit and/or tax exempt status of this organization.
4. **Free Act of the NYSOMOTC:** The creation of this scholarship is a Free Act of the NYSOMOTC. The NYSOMOTC retains the rights to alter, suspend, cancel or halt the Marie Simmons Scholarship at any time and without giving reason.
5. **Marie Simmons Scholarship Committee (The Committee):**
  - A. **Children of the Committee Members will not be eligible for this award during the member's tenure.**
  - B. All members of The Committee shall be appointed by the NYSOMOTC President with the approval of the Executive Board. Committee members must be active members of NYSOMOTC. **The Committee shall consist of:**
  - C. **Marie Simmons Scholarship Chairperson:** shall preside at all meetings of the Committee; shall be responsible for sending out requested applications and shall receive all documentation sent by applicants; shall forward to Marie Simmons Scholarship Judging Members and the Alternate all application packets for judging; the Marie Simmons Scholarship Treasurer/Vice Chairperson will receive unaltered application; will tabulate scores; will confirm results with Marie Simmons Scholarship Treasurer/Vice Chairperson, and will inform NYSOMOTC President, NYSOMOTC Vice President, Marie Simmons Scholarship Treasurer/Vice Chairperson and The Committee of the recipients. *(see NYSOMOTC Procedure Manual for specific duties)*
  - D. **Marie Simmons Scholarship Treasurer /Vice Chairperson:** will tabulate scores and forward results to the Chairperson; will confirm results with Marie Simmons Scholarship Chairperson; shall be responsible for keeping an accurate accounting of any and all monies and financial records pertaining to the Marie Simmons Scholarship Fund; shall work with the Chairperson and the NYSOMOTC President. *(see NYSOMOTC Procedure Manual for specific duties)*
  - E. **Marie Simmons Scholarship Fundraiser:** Shall be responsible to prepare and distribute the materials for at least two annual fundraisers and collect all information and monies to and from clubs. *(see NYSOMOTC Procedure Manual for specific duties)*
  - F. **Marie Simmons Scholarship Judging Members:** shall review the overall application packet to determine the recipients of the annual Scholarship Award. *(see NYSOMOTC Procedure Manual for specific duties)*
  - G. **Marie Simmons Scholarship Alternate:** shall be included in all mailings; shall participate in the judging process. Tally Sheet will only be included if another member is unable to fulfill the duties of the committee or in the event of a tie.

6. **Funds:** All scholarship funds shall be kept in a minimum interest checking/savings account.
7. **Donations:** Donations will be accepted by the MSS Treasurer at any time.
8. **Applications:** Applications may be requested beginning September 1<sup>st</sup>. The following requirements must be met:
  - A. An unmarried offspring who lives at home with their parent or legal guardian. The parent or legal guardian must currently reside in New York State and has for the last five years.
  - B. Applicant must be a High School Graduate or equivalent and completed at least one term of post-secondary education. A GPA of 2.5 or higher is required.
  - C. Application must be completed and returned.
    - D. A resume with work, academic, extra-curricular activities clubs, civic and community service must be submitted.
    - E. Must submit at least two letters of recommendation which must include the name of the author, their address, telephone number, length of time known and the nature of the relationship as well as a statement of applicant's character.
    - F. An essay typewritten on white paper only consisting of between 250 – 400 words must be submitted. The title must be: "How higher education will affect my future."
    - G. Official sealed copies of all academic transcripts from high school, college or other accredited educational institutions attended. If the Applicant is a college Junior, Senior or Post Graduate, the High School Transcript is not needed.
  - H. Copies of Birth Certificates for the applicant and the multiple birth children.
    - I. All documents may be mailed separately but must be postmarked by February 20<sup>th</sup> of the application year and must state on the lower left hand corner of the outside of the envelope "**To be opened by the MSS Chairperson only**".
    - J. **Selection of Recipient:** The Marie Simmons Scholarship Judging Members will review only completed application packets and determine the recipients.
  - K. All applications are confidential.
9. **Awards:**
  - A. There will be two awards of \$1500 each to children of Multiple Birth families who must meet the stated requirements.
  - B. The award will be paid directly to the recipient.
  - C. The award will be given on a year to year basis.
    - D. The award certificate will be presented at the Saturday General Meeting. If the recipient would like to attend the Saturday General Meeting to receive their award, NYSOMOTC will waive the registration fee for the recipient. If the recipient would like to attend the luncheon prior to the afternoon session of the State Meeting, the recipient's lunch will be paid for by the Marie Simmons Scholarship fund.
  - E. A recipient may not re-apply.
10. **Responsibilities of the Recipients:**
  - A. An original official receipt from the college or Student Clearinghouse, indicating the recipient is registered and has paid tuition in the current year or the first academic year after the award is presented, is required before the scholarship will be issued to the recipient.
  - B. If the recipient is unable to attend college during the first academic year after receiving the scholarship, the Marie Simmons Scholarship Chairperson must be contacted immediately.
  - C. The scholarship may be put in abeyance for only one academic year.

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## **Marie Simmons Scholarship of the New York State Organization of Mothers of Twins Clubs**

The Marie Simmons Scholarship honors the Co-Founder of the New York State Organization Mothers of Twins Clubs. These awards, offered annually on a competitive basis, are currently \$1500.00 each. Two scholarships are awarded to children of Multiple Birth families attending college.

### **Checklist for Eligibility**

1. An unmarried offspring who lives at home with their parent or legal guardian. The parent or legal guardian must currently reside in New York State and has for the last five years.
2. Applicant must be a high school graduate or equivalent and completed at least one term of post-secondary education. A GPA of 2.50 or higher is required.
3. Attached application must be completed and returned.
4. A complete personal resume is required. It should include all work history, education, plus involvement in any extracurricular activities, clubs, civic or community service.
5. At least two letters of recommendation that state the strengths and character of the applicant. The name, address, and phone number of the person writing the recommendation, as well as, the nature of the relationship and the length of time the applicant is known by said individual must be included.
6. Official sealed copies of academic transcripts from High School, College, or other accredited educational institutions attended. If the Applicant is a college Junior, Senior or Post Graduate, the High School Transcript is not needed.
7. Applicant must submit a 250-400 word essay. The title must be "How Higher Education Will Affect My Future." The essay must be typewritten, double-spaced and printed on white paper only.
8. Copies of Birth Certificates for the applicant and the multiple birth children (to verify multiple birth family status).
9. All documents need not be sent at the same time but must be postmarked no later than February 20<sup>th</sup>. In the lower left hand corner of all envelopes it must be written, "To be opened by the MSS Chairperson only."

### **Selection of Recipients**

1. The Marie Simmons Scholarship Judging Members will review only completed application packets to choose the recipients.
2. The awards will be given on a year-to-year basis. Scholarship recipients may not apply again.
3. Award Certificates will be presented at the Saturday General Meeting of the Annual State Meeting to the recipient or appointed representative.

### **Responsibilities of Recipients**

1. An original official receipt from the college or from their Student Clearinghouse, indicating recipient is registered and paid tuition in the current academic year, or the first academic year after the award certificate is presented, is required before the scholarship will be issued.
2. If the scholarship has not been issued and if the awardee is unable to attend college during the first academic year after the award certificate is presented, the Marie Simmons Scholarship Fund Chairperson must be contacted immediately. The award may be put in abeyance for only one academic year.
3. If the recipient would like to attend the Saturday General Meeting to receive their award, NYSOMOTC will waive the registration fee for the recipient. If the recipient would like to attend the luncheon prior to the afternoon session of the State Meeting, the recipient's lunch will be paid for by the Marie Simmons Scholarship fund.

### **Free Act of the New York State Organization of Mothers of Twins Clubs**

The creation of this scholarship is a Free Act of the New York State Organization of Mothers of Twins Clubs. The NYSOMOTC retains its rights to alter, suspend, cancel or halt the Marie Simmons Scholarship at any time and without giving reason.

## Marie Simmons Scholarship Chair

The MS Scholarship Chair is responsible for sending out the applications and receives all the documentation sent by the applicants. The Committee includes the MSS Treasurer/Vice Chair, five (5) Judging Members, one (1) Alternate and the MSS Fundraiser.

**Following your Appointment:** Contact the Committee members to welcome them and refer them to the Procedure Manual to review the MSS Committee Procedural Guidelines as well as the Bylaws and Standing Rules of the NYSOMOTC. Inform them that while serving in this committee, their children are not eligible to apply for a scholarship - MSS Procedural Guidelines #5

- Correspond with the President as necessary. Copy the Vice President and the MSS Treasurer/Vice Chair in all communications.
- Answer all communications within 10 days.
- Send articles for the Presidential Papers reminding the membership of the availability of the scholarship.
- Hold at least two (2) meetings with the Committee. Review the application judging process; give an overview of the past year and future plans.
- Prepare reports for the Midterm Executive Board Meeting and the State Meeting.

**The Application Packet:** Distribution of the application information packets begins on **September 1<sup>st</sup>** of the current year. They are sent by email or by regular mail.

- Inform the applicants to adhere to the requirements and deadlines.
- Application and documents must be postmarked by **February 20<sup>th</sup>**.

### Processing the Application and Documents Packet

- Create a checklist for each applicant. (MSS Chair use only)
- White out all identifiable information from each Application Form, personal resume, school transcripts and essay.
- The MSS Chair retains the birth certificates.
- Assign a code number to each applicant's score sheet (MSS Chair use only)
- Attach the score sheet to each application packet.
- Mail a complete set of applications to each Judge and the Alternate by **March 1<sup>st</sup>**.
- The score sheets are to be returned to you and the MSS Treasurer/Vice Chair by no later than **March 10<sup>th</sup>**.
- The score sheets may be sent electronically.
- Send an unaltered complete set of the applications with their respective score sheets to the MSS Treasurer/Vice Chair.
- Tally the final scores and determine recipients based on the highest overall score.
- The MSS Chair and Vice Chair shall compare each other's results to select the recipients.
- In the event of a tie, the Alternate's scores will be included to determine the two recipients.

**When less than 3 applications have been submitted:** the MSS Chair shall:

- Review the application(s) to ensure that all requirements have been met.
- Inform the Committee that they will not need to review and judge the applications.
- Mail the complete unaltered applications to the MSS Treasurer/Vice Chair
- Jointly confirm that all requirements have been met and determine the recipient(s).

**Notifications:**

- Inform the President and the Committee of the recipients by **March 16<sup>th</sup>**. Copy the MSS Treasurer/Vice Chair.
- Request the President to send them a Congratulations Letter and copy you.
- On NYSOMOTC letterhead, by regular US mail and email, notify the recipients of their selection; include the “Responsibilities of the Recipient” information; invite them to attend the Saturday General Meeting to accept their award; request them to confirm their attendance by no later than **March 30<sup>th</sup>**. If they are not attending, request that they send you a brief statement to be read to the membership.
- Copy the President and MSS Vice Chair

**List of Scholarship Recipients for the Program Booklet:** prepare a List of Recipients, including the current year’s names. Send to the State Meeting Chair no later than **March 31<sup>st</sup>**.

**Marie Simmons Scholarship Recipients’ Book:** update with the names of the new recipients and display at the State Meeting.

**Before the State Meeting:** Create the scholarship award certificate incorporating the official MSS Seal.

- Prepare a presentation speech
- Confirm the attendance of the MSS Committee Members and schedule volunteers to assist at the raffle table, preferably one hour each.

**At the Saturday General Meeting:**

- During the lunch break, assist the Fundraiser draw all the winners; print the ticket numbers on paper. List of winning tickets are circulated at the tables during the afternoon session. Announce where and when the winners can collect their prizes. You’ll need extra help at this time.
- Introduce the MSS Committee Members.
- Give a brief statement to the membership about each recipient, before presenting their award.
- If a recipient is not in attendance, you or their representative may read their statement, if one has been provided.

**After the State Meeting:**

- Consult with the MSS Treasurer/Vice Chair to finalize the scholarship payment to each recipient or to their designated representative.
- Confirm that the required documentation (College Tuition receipt) is on file prior to issuing the check.
- Retain the recipients’ documents until the scholarship check has been issued.
- Shred and discard all documents after the process is completed.

**Executive Board Meetings:** prepare and present a written activity report; provide 8 copies – one for each Officer and 2 for the Minutes Approval Committee.

- Introduce your committee at each meeting.

**Committee Meetings:** The Committee shall meet two (2) times during the year. The Chair shall notify the Committee the date and time of each meeting.

**Expenses:** Complete a voucher (using the MSSF voucher form) with receipts and forward to the President. The MSS Treasurer/Vice Chair issues your refund.

**Files:** official notifications, expense vouchers, reports, the MSS Books of Recipients, official MSS Seal and the badge are transferred to the new MSS Chair or returned to the Procedure Manual Chair at the end of your term.

## Marie Simmons Scholarship Treasurer/Vice Chair

The MSS Treasurer/Vice Chair shall be responsible for keeping an accurate accounting of all monies and financial records pertaining to the fund; shall review copies of all unaltered documentation submitted by the applicants and confer with the MSS Chair to determine the recipients. The Treasurer/Vice Chair should be able and ready to assume the MSS Chair's duties, should the need arise.

### **Treasurer's Duties at the State Meeting:**

- An Audit of the MSS Financial Records shall be performed after the Friday Executive Board Meeting or before the Saturday General Meeting.
- The President appoints the Audit Committee and sets a convenient time for the Audit. Any changes on the Financial Report should be corrected prior to the Saturday General Meeting.
- Be prepared to answer any questions from the floor during the presentation of your report at the Saturday General Meeting.
- Be sure that the required documentation (College enrollment & tuition receipts) is on file prior to issuing the MS Scholarship award check to the recipients or their designated representative.
- After the drawing of the Calendar Raffle winner, be sure you have the correct name, club and address. If the winner is not present, mail their check promptly.
- If no one has purchased the winning date, the \$500.00 portion allocated for the prize shall remain in the fund.
- Collect all money raised by the Fundraiser and any donations from Member Clubs.
- At the conclusion of the Sunday Executive Board Meeting, sign the three (3) copies of the Letter of Authority; both outgoing and incoming Treasurer/Vice Chairs' signatures are required.

**After the State Meeting:** If you are newly appointed, open a minimum interest Checking Account with the President as a co-signer.

- A copy of the Letter of Authority is needed to set up the new account. A copy of the letter must be filed with the bank every time there is a change in any Elected Office.
- Make all deposits in a timely fashion. Keep the journals and check book up to date.
- Pay all vouchers as they are received. Expenses incurred by the MSS Chair, the Judging Committee, MSS Fundraiser, MSS Treasurer/Vice Chair and expenses necessary for the operation of the scholarship shall be paid by the fund.
- Prepare a financial report to be published in each issue of the Presidential Papers.
- Prepare a financial report for the Midterm Executive Board Meeting, the Friday Executive Board Meeting and the Saturday General Meeting. Make eight (8) copies and distribute to the Officers and the Minutes Approval Committee.

### **Vice Chair's Duties:**

- Obtain the unaltered copies of all applications and documents from the MSS Chair, by **March 1<sup>st</sup>**.
- Receive a copy of each applicant's tally sheet from each judge by **March 10<sup>th</sup>**.
- Total all the scores and determine the recipients based on the highest score.
- In the event of a tie, the Alternate's score sheet will be included.
- The MSS Chair and Vice Chair shall compare each other's results to select the recipients.
- The MSS Chair shall notify the President, the Vice Chair and the Committee the names of the recipients by **March 16<sup>th</sup>**.

**Files:** including the financial records, funds not yet deposited, reports, vouchers, correspondence and badge are returned to the Procedure Manual Chair at the end of your term.

# MSS FUNDRAISER

The MSS Fundraiser is a member of the MS Scholarship Committee and shall perform their duties as outlined in the Procedure Manual. They are responsible to coordinate and manage at least two (2) annual scholarship fundraisers.

**Scratch-offs Fundraiser:** The drawing is held at the Midterm Executive Board Meeting.

- Consists of a pre-sale of chances for the baskets of scratch-offs
- Each local club member donates a Scratch-off ticket.
- The Fundraiser mails the State Reps the Tally Sheet and instructions to follow during the sales period.
- All returns are to be completed by **September 30<sup>th</sup>**.
- The State Rep sells the \$2 chances for the scratch-offs drawing using Google forms.
- The list of participants and the money collected (paid by a club check or money order to the Marie Simmons Scholarship Fund) is sent via regular mail or electronically, if so directed by the Fundraiser.
- Clubs with EFT (electronic fund transfer) capabilities can use this method of fund transfer, if agreed to by both parties.
- The donated scratch-offs are mailed to the MSS Fundraiser via *Certified/Return Receipt mail* by no later than **October 1<sup>st</sup>**.
- Tally the sales receipts and total of scratch-offs donated.
- Consult with the MSS Treasurer/Vice Chair as to how/when the transfer of the funds is to be completed.
- The scratch-offs are split into equal bundles and placed in small baskets or gift bags.
- Winners need not to be present to win. If mailing to the winner(s) is necessary, send via *Certified/Return Receipt mail*.
- Prepare an activity report; print eight (8) copies to be distributed to the Officers and the Minutes Approval Committee at the Midterm Executive Board Meeting

**Calendar Dates Raffles:** The drawing is held at the Saturday General Meeting.

- Consists of a 12-month calendar in printable form.
- The Fundraiser emails the calendar packet with instructions to follow during the sales period.
- The packet is sent electronically to the member clubs' State Reps, no later than **November 1<sup>st</sup>**.
- Dates are sold for \$2 per box. Multiple buyers may purchase the same date.
- The buyer's name is printed in the date box. Their name and address are printed on the number line matching the date selected, on the back of each month's page.
- **By March 1<sup>st</sup>** - the Fundraiser sends a reminder to return the calendar and money collected. The Calendar, the tally sheet, a club check or money order (paid to the Marie Simmons Scholarship Fund) are mailed to the MSS Fundraiser, via *Certified/Return Receipt mail* or sent electronically, if agreed to by both parties.
- All returns to be completed by **March 15<sup>th</sup>**.





**Prior to the State Meeting:**

- Tally the calendar receipts.
- Consult with the MSS Treasurer/Vice Chair on how/when the transfer of the funds will be completed.
- Confirm with the Committee if there will be additional items to raffle off.
- Purchase the raffle tickets and a large desk calendar.
- Fill in the date boxes with the buyer(s) name and club.
- Prepare a list of open dates to sell at the State Meeting.
- Prepare a final report; eight (8) copies to distribute to the Officers and the Minutes Approval Committee.
- Coordinate with the MSS Chair the list of volunteers to assist at the raffles table; preferably one(1) hour each per member.
- A final report of *each* fundraiser includes the clubs who participated, the number of scratch-offs donated, number of calendar dates sold, additional items raffled and the total funds collected.

**At the State Meeting:**

- The Fundraiser consults with the MSS Chair and the Treasurer/Vice Chair for any last minute updates.
- **Friday** - sell the open calendar dates and chances for additional raffles (if applicable). Present the final report at the Executive Board Meeting
- **Saturday General Meeting:** Present a report and announce the winner(s) of the calendar date and other raffles.
  - ✓ A single calendar winner receives a \$500.00 prize.
  - ✓ In the case of multiple winners, an equal share of the prize will be awarded.
  - ✓ Awards are paid by a check from the MSS Fund account.
  - ✓ If the winning date has not been sold, the \$500 shall revert back to the MSS Fund account
- **Sunday Board Meeting-** Present a final summary at the Executive Board Meeting.

**Newsletter Articles:** Submit article to the Editor for the May/June issue to introduce yourself. During the year include reminders of the on-going fundraisers and due dates.

**Expenses:** Prepare a voucher (using the MSSF voucher form) with receipts for expenses (for the desk calendar and raffle tickets). Submit to the President for approval. The expenses shall be paid by the MSS Treasurer/Vice Chair from the MSS Fund account.

**Files:** reports, expense vouchers and badge are returned to the Procedure Manual Chair at the end of the term.

## Marie Simmons Scholarship Committee

The Marie Simmons Scholarship Committee, consisting of the five (5) Members and one (1) Alternate, shall judge the overall Application Packet in order to determine the recipients of the annual Scholarship Award. During their tenure, the Committee members' children are not eligible to apply for the scholarship, as stated in the MSS Procedural Guidelines.

**Committee Meetings:** The Committee shall meet two (2) times during the year, as notified by the MSS Chair.

**Judging the Application:** It is extremely important that the deadlines are met.

- The MSS Chair shall mail the Applications Packet by no later than **March 1<sup>st</sup>**.
- Upon receiving the packet, review and grade it based upon the following criteria:
  1. Application – Neatness; Complete; Accurate      1 – 5 points \_\_\_\_\_
  2. Resume – Community Service & Employment      1 – 20 points \_\_\_\_\_
  3. Transcripts & Letters of Reference                      1 – 15 points \_\_\_\_\_
  4. Essay - Grammar & Spelling                              1 – 10 points \_\_\_\_\_
  - Content    1 – 50 points \_\_\_\_\_
  5. Add total scores – Maximum **100 Points**                      \_\_\_\_\_
- Return the Score Sheet for each applicant to the MSS Chair and the Treasurer/Vice Chair by no later than **March 10<sup>th</sup>**. Mailing may be done by electronic or regular mail.

**Saturday General Meeting:** The Committee members are introduced and may be asked to come forward to assist in the presentation of the scholarship award to the recipients.

**Expenses:** Complete a voucher and receipts (using the MSSF voucher form) for any expenses you incur. Submit to the President for approval. The expenses shall be paid by the MSS Treasurer from the MS Scholarship Fund account.

# Marie Simmons Scholarship of the NYSOMOTC

Score Sheet for MSS Applicant # \_\_\_\_\_

Applicant # \_\_\_\_\_

Judge: \_\_\_\_\_

Please review and grade each application based upon the following criteria:

<b>Application -</b> Neatness; complete; accurate	1 – 5 points _____
<b>Resume –</b> Community Service & Employment	1 – 20 points _____
<b>Transcript &amp; Letters of Reference</b>	1 – 15 points _____
<b>Essay -</b> Grammar & Spelling	1 – 10 points _____
Contents	1 – 50 points _____
(Maximum Score – 100 Points)	<b>Total Score:</b> _____

Please return the Score Sheet for each applicant to the MSS Chair and the Treasurer/Vice Chair (by email or regular mail) no later than **March 10<sup>th</sup>**.

A notification with the names of the Scholarship Winners shall be sent by **March 16<sup>th</sup>**.

Thank you for your service on the MSS Committee.

MSS Committee Chair's name

# Marie Simmons Scholarship Fund of the NYSOMOTC

## EXPENSE VOUCHER

Fiscal Year \_\_\_\_\_ - \_\_\_\_\_

Prepare three [3] copies: - Original with receipts and one copy - to the President for approval.  
- President forwards the original to the MSSF Treasurer for payment.  
- Keep one copy for your files.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Committee Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

1. All supporting receipts must be attached.
2. Please itemize below.

### EXPENSES:

POSTAGE: \$ \_\_\_\_\_

### \*\*\*\*SPECIAL INSTRUCTIONS\*\*\*\*

COPIES: \$ \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

SUPPLIES: \$ \_\_\_\_\_

MAIL TO: \_\_\_\_\_

MISC. \$ \_\_\_\_\_

\$ \_\_\_\_\_

SUB-TOTAL: \$ \_\_\_\_\_

ADVANCED: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE REC'D \_\_\_\_\_

APPROVED \_\_\_\_\_

PRESIDENT

DATE PAID \_\_\_\_\_

MSSF TREASURER

CHECK NUMBER \_\_\_\_\_

AMOUNT \_\_\_\_\_