Marie Simmons Scholarship Committee Procedural Guidelines

Adopted: April, 1995 Amended: May 2, 2026

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 and supporting documents; will tabulate scores; will confirm results with the 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 the annual fundraisers and collect all information and monies to and from the clubs. *(see NYSOMOTC Procedure Manual for specific duties)*
   - ***F.*** **Marie Simmons Scholarship Judging Members:** shall review the application packets and complete a Tally Sheet for each applicant.
     (see NYSOMOTC Procedure Manual for specific duties)
   - ***G.*** **Marie Simmons Scholarship Alternate:** shall be included in all mailings; shall participate in the judging process. A 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. **Early Applications:** High School seniors accepted by, or committed to a college or equivalent, and students attending college may request an application packet throughout the year. Application from a high school senior must include a copy of the birth certificate of the applicant and their multiple birth siblings, and their senior year high school transcript.

   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 senior accepted by, and committed to a college or equivalent. A GPA of 2.5 or higher is required.
   A full time college applicant must have 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 electronically or by regular mail.

   D. A resume with work, academic, extra-curricular activities clubs, civic and community service may be submitted electronically or by regular mail

   E. Must submit 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. The letters may be submitted electronically or by regular mail.

   F. An essay typewritten on white paper consisting of between 250 – 400 words must be submitted. The title must be: "How higher education will affect my future." Essay may be submitted electronically or by regular mail.

   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 of applicant and the multiple birth children.

   I. With the exception of the official sealed transcripts, all other documents may be mailed electronically or by regular mail; need not to be sent at the same time, but must be postmarked by February 20th 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 complete application packets to determine the recipients.

   K. All applications are confidential.

9. **Awards:**

   A. There will be two awards of $2000 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.

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 $2000 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 senior accepted by, and committed to a college or equivalent. A GPA of 2.5 or higher is required.
   A full time college applicant must have completed at least one term of post-secondary education. A GPA of 2.5 or higher is required.
3. Application must be completed and returned electronically or by regular mail.
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. Two (2) 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 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. Transcripts must be sent by regular mail only.
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. With the exception of the official sealed transcripts, all other documents may be sent electronically or by regular mail; need not to be sent at the same time, but must be postmarked by February 20th 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**".

Selection of Recipients

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

Responsibilities of Recipients

1. An original official receipt from the college or from their Student Clearinghouse, indicating the 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 as per the 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.

Executive Board Meetings: present a written activity report. Email a copy to the Webmaster by the submission due date.

- Introduce the committee at each meeting.

Committee Meetings: The Committee shall meet two (2) times during the year. The Chair shall notify the Webmaster to set up the Zoom meeting and inform the Committee the date and time of each meeting.

Annual Outreach to Schools: In the Fall, the Committee shall reach out to their local high schools and colleges' guidance counselors by electronic mail, and provide the eligibility requirements for students to apply for the scholarship. The Chair shall provide the committee a sample of the notification/information to be sent out.

Application Packet: The application form and eligibility requirements will be sent electronically or by regular mail, throughout the year, at the student's request.

- Inform the applicants to adhere to the eligibility requirements and deadlines.
- Early application for H.S. Seniors - Application must include a copy of their birth certificate and the multiple birth sibling(s), as well as the applicant's senior year high school transcript.
- The students' application and documents with the exception of the transcripts, must be returned to the Chair, electronically or by regular mail - postmarked by **February 20th**.

Processing the Application and Documents for all applicants:

- 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 1st**.
- The score sheets are to be returned to you and the MSS Treasurer/Vice Chair by no later than **March 10th**.
- The score sheets may be sent electronically.
- Mail 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 16th.**.
- Copy the MSS Treasurer/Vice Chair on all communications.
- Request the President to send a Congratulations Letter and copy you.
- On NYSOMOTC letterhead, by regular mail or 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 30th**. If they are not attending, request that they send you a brief statement to be read to the membership.
- Copy the President and the 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 and/or Program Booklet Chair no later than **March 31st.**

Marie Simmons Scholarship Book of Recipients: 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 brief presentation speech
- Confirm the attendance of the MSS Committee Members and schedule volunteers to assist at the raffle table on Friday, one (1) hour of coverage per member.

At the Saturday General Meeting:

- Preferably on Friday evening, assist the Fundraiser draw all the winners and print the ticket numbers on paper. The list of the winning tickets are circulated at the tables during the afternoon session.
- Announce where and when the winners can collect their prizes. Assist the Fundraiser in the distribution.
- Introduce the MSS Committee Members.
- Give a brief statement to the membership on each recipient, before presenting their award.
- If a recipient is not in attendance, you or a representative may read their statement.

After the State Meeting:

- Consult with the MSS Treasurer/Vice Chair to finalize the scholarship payment to each recipient or to their designated representative.
- The required documentation (College Tuition receipt) must be on file prior to issuing the check.
- Retain the recipients' documents until the scholarship checks have been issued.
- Shred all documents after the process is completed.

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 Book 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.

Zelle Account: Zelle is linked to the Marie Simmons Scholarship Fund checking account. Payments may be sent to the Treasurer at: **Mssfpays@gmail.com**.

Prior to the State Meeting: Provide a $100 start-up cash fund to the MSS Fundraiser to use for change during the Friday raffle sales. This amount shall be returned to the MSS Treasurer at the conclusion of the sales on Friday.

At the State Meeting:

- An Audit of the MSS Financial Records shall be performed at the conclusion of the Friday Executive Board 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 and deposit the raffles start-up cash fund, the income from the raffles sales, and any donations received from Member Clubs.
- At the Sunday Executive Board Meeting, the MSS Treasurer signs the three (3) originals of the Letter of Authority.

After the State Meeting: If you are the newly appointed MSS Treasurer, the checking account is in the name of the Marie Simmons Scholarship Fund.

- MSS Treasurer submits the Letter of Authority at their local branch, to update signers' names, contact information and request a debit card.
- The President is the co-signer in this account.
- Electronic monthly statements must be printed and kept in the files, organized by fiscal year.
- 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 from the MSSF account.
- Complete all deposits in a timely fashion.
- Maintain the ledger and checkbook up to date.
- Prepare a financial report for the Presidential Papers. See sample format.

Financial Reports: are prepared for each issue of the Presidential Papers and presented at the Midterm Executive Board Meeting, the Friday Executive Board Meeting and the Saturday General Meeting.

- Email a copy to the Webmaster by the submission due date.

Vice Chair's Duties:

- Obtain the unaltered copies of all applications and documents from the MSS Chair, by **March 1st.**
- Receive a copy of each applicant's tally sheet from each judge by **March 10th**.
- 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 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 16th**.

Files: financial records, any funds to be deposited, reports, vouchers, correspondence and badge are turned over to the new Treasurer/Vice Chair or to the Procedure Manual Chair, at the end of your term.

Sample of Financial Report/Edit as needed

Marie Simmons Scholarship Fund
Financial Report
Date

Add Opening & Closing Date	YTDTotal	Previous Year
Opening Balance	$-----	$----
Income List all Items Alphabetically	$-----	$-----
Total Income:	**$-----**	**$-----**
Expenses	$-----	$-----
Total Expenses	**$-----**	**$-----**
Closing Balance	**$-----**	**$-----**

Respectfully Submitted by

Name
MSS Treasurer

MSS FUNDRAISER

The MSS Fundraiser is a member of the MS Scholarship Committee. They are responsible to coordinate and manage the annual fundraisers, held at the State Meeting.

Calendar Dates Raffle:

- Consists of a pre-sale of 12-months calendar dates.
- **By November 1st,** the MSS Fundraiser emails the Calendar packet/Google Forms to the State Reps, with instructions to follow during the sales period.
- Dates are sold for 2 for $5. Multiple buyers may purchase the same date.
- The buyer's name, address and total amount paid are printed for date(s) selected.
- **By March 1st -** the Fundraiser sends a reminder to return the Calendar/Google forms.
- A club check or money order (paid to the Marie Simmons Scholarship Fund) is mailed to the MSS Fundraiser.
- All calendar returns to be completed by **March 15th**

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 members their scheduled time of coverage at the raffle table and their assistance to distribute the raffle prizes on Saturday, after the General Meeting.
- Confirm with the State Meeting Raffles Chair the color of the raffles' tickets you are using. Purple is the suggested color theme for tickets and tablecloths.
- Purchase or print a large calendar.
- Fill in the date boxes with the buyer(s) name and club.
- Print a calendar to sell additional dates at the State Meeting.
- Prepare the final fundraising report. Include the clubs who participated, the number of calendar dates sold, items raffled and the total funds collected for each fundraiser.

At the State Meeting:

Friday - Present the final report at the Executive Board Meeting.

- The MSS Committee members to volunteer at least an hour to assist the Fundraiser in the sale of the remaining calendar dates, the 50/50 and the general raffle tickets.
- The MSS Treasurer provides a $100 start up cash fund to use as change during the raffles sales
- The start-up cash fund is returned to the MSS Treasurer at the end of the sales on Friday.

Saturday General Meeting - Draw the winners of the raffles. Prepare a list of ticket numbers and distribute copies during the afternoon session. Announce when and where the winners may collect their prizes. Assistance is needed to complete this task.

- Present the final Fundraiser report.
- Announce the winner(s) of the calendar date.
- A single calendar winner receives a $500.00 prize.
- Multiple winners receive an equal share of the prize.
- Awards are paid by a check from the MSS Fund account.
- If the winning date was not sold, the $500 shall revert back to the MSS Fund account.

Sunday- Present a summary at the Executive Board Meeting

Activity Reports: are presented at the Board Meetings. Email a copy to the Webmaster by the submission due date.

Expenses: Prepare a voucher (using the MSSF voucher form) with receipts for expenses (for the desk calendar, raffle tickets, other materials (when necessary)

- Submit to the President for approval.
- The expenses shall be paid by the MSS Treasurer from the MSS Fund account.

Files: Any materials and the badge are turned over to the Procedure Manual Chair at the end of the term.

Marie Simmons Scholarship Committee Judges

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 twice 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 1st.**
- 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 10th**. Mailing may be done by electronic or regular mail.

At the State Meeting:

- **Friday –** Committee members will be asked to assist with the sale of the remaining calendar dates and the raffle tickets for at least one (1) hour.
- **Saturday General Meeting:** The Committee members are introduced and may be asked to assist with the distribution of the raffle prizes at the conclusion of the meeting.

Expenses: Complete a voucher and receipts (using the MSSF voucher form). Submit to the President for approval.

- Expenses shall be paid by the MSS Treasurer from the MS Scholarship Fund account.

Rev/2024

Marie Simmons Scholarship of the NYSOMOTC

Score Sheet for MSS Applicant # _____

Applicant # _____

Judge: _____

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

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

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 10th.**

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

Thank you for your service on the MSS Committee.

MSS Committee Chair's name

Rev/2022

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 a copy for your files.

Date Submitted: _____

Name: _____ **Committee Position**: _____

Address: _____ **Phone**: _____

_____

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

EXPENSES:

POSTAGE: $_____

COPIES: $_____

SUPPLIES: $_____

MISC. $_____

$_____

SUB-TOTAL: $_____

ADVANCED: $_____

TOTAL: $_____

****SPECIAL INSTRUCTIONS****

PAYABLE TO: _____

MAIL TO: _____

_____

_____

_____

SIGNATURE: _____

DATE REC'D _____

APPROVED _____
PRESIDENT

DATE PAID _____

_____
MSSF TREASURER

CHECK NUMBER _____

AMOUNT _____