

**ROSSMOOR SCHOLARSHIP FOUNDATION
HANDBOOK OF CURRENT PROCEDURES**

PO Box 2056
Walnut Creek, CA 94595

Purpose and Applicability of the Procedures Handbook

The Procedures cover the same subjects as the Policies but do so in greater detail. Because the Procedures can be changed by the Bylaws and Policies Committee alone, they are easier to update than the Policies which also require the approval of the Executive Board and the Board of Trustees. The Procedures are intended to be consistent with the Policies. In the event of conflict between the Policies and the Procedures, the Policies govern.

Organization of the Rossmoor Scholarship Foundation (the Foundation or RSF)

Collectively the Board of Trustees is responsible for all activities of the Foundation. The Board is solely responsible for determining policies, approving scholarship expenditures and determining the goals of the Foundation. Board membership is for three years, and individuals may be re-elected.

Board members should be familiar with the Bylaws, Policies and Procedures relating to their specific role.

Regular meetings of the Foundation take place on the fourth Monday of January – June, August – October. There is no July meeting, and the November-December meetings are combined into one meeting the first Monday of December or as called by the President.

Types of Scholarships

There are two main types of RSF scholarships: Rossmoor scholarships and add-on scholarships, also known as add-on awards. Rossmoor scholarships are the most numerous and are awarded to recipients by the Board of Trustees according to standards and procedures prescribed by the Scholarships Committee,

Some of the Rossmoor scholarships are called named scholarships because they are funded by donors (usually individuals or clubs) who have asked that the scholarships donated by them be named in honor of individuals they designate,

One of the Rossmoor scholarships is a GRF employee/child scholarship; it is awarded each year to an employee, or a child of an employee, of the Golden Rain Foundation (GRF),

Waterford scholarships are a sub-category of the scholarships RSF grants; they are funded entirely by Waterford residents and are administered by RSF's Waterford Scholarship Committee. Add-on awards are additional scholarships that are awarded to some of the students who are also receiving Rossmoor scholarships; the funds for the add-on awards are donated by individuals, families, clubs or other groups according to criteria determined by the donors' special interests,

Each student who applies for an add-on award is required to submit an essay -- the topic of which is designated by the donor(s),

Usually, the recipient of an add-on award is chosen by the donor(s), subject in each case to the requirement that the add-on recipient must also be one of the recipients of a Rossmoor scholarship.

Procedures Documentation

In order to expedite timely updates to the Foundation's operating procedures this handbook is organized to allow the contributing Trustees the opportunity to format the procedures associated with their office or committee in the most appropriate fashion. The procedure documents for the following officers and committees follow in this handbook in the order indicated below. Each section indicates the last time the document was updated. Sections can be updated at any time by the appropriate officer or committee by submitting a .pdf version of the updated document to the Bylaws/Policies Committee.

Responsibilities of Elected Officers

- A. Executive Board
- B. The President
- C. The Vice President
- D. The Vice President of Development
- E. The Vice President of Scholarship
- F. The Corresponding Secretary
- G. The Recording Secretary
- H. The Treasurer
- I. The Technology Director
- J. The Immediate Past President

Responsibilities of Standing Committees

- A. Bylaws and Policies Committee
- B. Development Committee
- C. Events Committee
- D. Finance Committee
- E. Membership Committee for the Board of Trustees
- F. Nominations Committee for Officers
- G. Scholarship Committee
- H. Technology Committee

Responsibilities of Subcommittees

- A. Employee/Child Scholarship Subcommittee of the Scholarship Committee
- B. Friends of RSF Subcommittee of the Membership Committee
- C. Past Scholarship Recipients Subcommittee of the Development Committee
- D. Waterford Scholarship Subcommittee of the Scholarship Committee

Changes to Procedures

Any officer, committee chair or Trustee may submit in writing to the Bylaws and Policies Committee proposed changes in the Procedures. The Bylaws and Policies Committee will revise the Procedures Handbook to reflect any changes to the Procedures the Committee approves, and any other changes it decides to make, and will distribute the revised Procedures Handbook to the Trustees.

Any changes in the Procedures that the Bylaws and Policies Committee approves or makes will become effective on January 1 of the following year, unless for good cause the Committee specifies otherwise.

Responsibilities of Elected Officers

A. Executive Board

- The Executive Board may meet prior to regular meetings to address current RSF business
- Members of the Executive Board are the officers and include the President, Vice President, Vice President of Development, Vice President of Scholarship, Vice President of Technology, Recording Secretary, Treasurer, Corresponding Secretary and Immediate Past President.
- Executive Board officers serve one-year terms and may be re-elected.

Submitted by S. Wiegand - 6/13/2025

Responsibilities of Elected Officers

B. President

- The President plans meeting agendas and chairs regular monthly meetings and, when necessary, Executive Board meetings,
- Schedules and prepares for an annual retreat in August
- reserves Foundation meetings, January interview training, award reception, retreat, and donor reception dates and locations with the Rossmoor Reservations desk,
- Solicits agenda items for each meeting and sends the agenda to all members in advance of the meeting
- plans the calendar and makes committee assignments and causes digital records of those assignments to be maintained,
- advises and coordinates all committees,
- In Spring, works with Nominating Committee to find new officers;
- In February, works with Development to submit list of all donors, by category & then alphabetically, to Rossmoor News.
- In March, ensures we've filed RRF-1 and IRS form 990 with the state and, thereafter, tax return.
- Arranges for Board to vote on roll-up (perhaps special meeting)
- In May, signs all award ceremony certificates.
- in the Fall, ensures the Development Committee contacts donors of all named scholarship and add-on awards to determine whether they will fund their scholarship or award in the following year,
- drafts a Memorandum of Understanding (MOU) for named scholarships and add-on awards
 - Each MOU is to include the name of the scholarship, value of the award, responsibilities of the Foundation, and responsibilities of the donor, including the donor's contact information.
 - The President submits the draft MOU to the donor for review and signature, and then submits the substance of the MOU to the Board of Trustees for final approval.
- In the Fall, signs annual fund letters, coordinating with the Development Committee regarding timing
- Ensures that all new trustees sign consent to electronic & conflict form
- With the Development Committee, follow-up add-on and scholarship donors, reminder that money is due 12/31

- The President signs an appropriate note or card in the event of illness, injury or death of an active Trustee,
- sends a letter or email to new Trustees welcoming them to the Board,
- sends a letter or email to Trustee candidates not accepted expressing regrets or indicating that they will be placed on a waiting list if otherwise qualified,
- sends thank you letters to donors who contribute \$500 or more, ‘
- coordinates the storage of all Foundation records (including MOUs) in accordance with the Foundation’s record retention policy, preferably electronically on Google Shared Drive or other appropriate storage location,
- coordinates with the Treasurer the processing and sending of the students’ scholarship checks,
- generates a Trustee roster (with the year each term ends) and enters these on Google Shared Drive,
- establishes ad hoc committees as needed,
- In November, reminds all Trustees to donate
- is a member of the Executive Board.

Submitted by S. Wiegand - 6/13/2025

Responsibilities of Elected Officers

C. Vice President

- The Vice President assists the President with the calendar and committee assignments, and performs other duties as the President may delegate,
- is a member of the Executive Board.

Submitted by S. Wiegand - 6/13/2025

Responsibilities of Elected Officers
D. Vice President of Development

The Vice President of Development chairs the Development Committee and is a member of the Executive Board.

Submitted by W. Wiegand - 6/13/2025

Responsibilities of Elected Officers

E. Vice President of Scholarship

1. The Vice President(s) of Scholarship chairs the RSF Scholarship Committee, schedules Scholarship Committee meetings and posts meeting notes to the Scholarship Committee link in the RSF portal, and is a member of the RSF Executive Board.
2. In July, in conjunction with the President, chooses the School Team Chair(s) for each participating school.
3. In September, conducts a Scholarship Committee meeting(s) to complete the following:
 - a. The scholarship application and awards calendar for the upcoming school year.
 - b. A review and update of the scholarship application and the qualifications and criteria required for students to apply and be eligible for a scholarship.
 - c. An update of the contact information for each school.
 - d. A description of confirmed Add-on Awards and Named Scholarships.
 - e. Ensures that School Team Chairs schedule an initial meeting with their School Counselors and Principals to review the RSF scholarship application requirements and schedule and the School Counselors responsibilities.
4. In October, conducts a Scholarship Committee meeting(s) to review and update the Information Packet and to review the schedule and procedures for meeting with School Counselors. The Information Packet will be provided to School Counselors and reviewed with them by the School Team Chair at the scheduled meeting. It should include the following:
 - a. A description of the RSF application process and the materials and documents required from student applicants to successfully complete a scholarship application.
 - b. A timeline of key dates for student applicants and School Counselors.
 - c. The qualifications and criteria required for students to apply and to be eligible for an RSF scholarship,
 - d. Examples of Add-on Awards available to students.
 - e. A request for the School Counselors to assist in informing their students of the RSF Scholarship opportunity and on how to apply. Also, request their assistance in monitoring and helping students with their applications.
5. In October, conducts a Scholarship Committee meeting to confirm the required updates and changes to the Kaleidoscope online RSF Scholarship application and to the RSF website Scholarship Application link. Works with the Technology Committee to implement these required revisions and to also develop student application status reports that can periodically be used by School Team Chairs and School Counselors for status monitoring.
6. In November, conducts a Scholarship Committee meeting(s) to review and update the Interview Packet to be used by the RSF Trustees in interviewing, evaluating and scoring scholarship applicants. Particular attention should be paid to the responsibilities of the School Team Chairs and the applicant interviewers, to the evaluation criteria and to the sample questions.

7. In December, after the scholarship application process opens and throughout the process, ensures that School Team Chairs work with and provide regular updates to School Counselors to monitor the application status of scholarship applicants at their respective schools.
8. In January, distributes the updated Interview Packet to RSF Trustees and Friends of RSF. Develops and conducts a comprehensive interview training session for all potential scholarship applicant interviewers.
9. In late January to early February, in conjunction with School Team Chairs and the interview schedules they've established with their School Counselors, completes the assignment of Trustees and Friend of RSF to 3-person scholarship applicant interview team(s) for each school.
 - a. School Interview Teams should be led by either the School Team Chair or Co-chair, Deputy School Chair, or a designated individual with RSF interview experience.
 - b. Scheduling individuals for successive days of applicant interviews should be avoided.
 - c. Interviewers should have the opportunity to interview at both high schools and community colleges
 - d. To facilitate equitable rank ordering of the applicants from a school, the number of applicants scheduled to be interviewed at each interview session at that school should be approximately the same.
10. After the scholarship applications closes, ensures that the School Team Chairs enter in the "rollup" the scholarship applicants' scores for their respective school including a rank ordering of the scholarship applicants from that school. In conjunction with the School Team Chairs, ensures that the "rollup" contains each applicant's correct name, school, home address, mobile phone number and email address.
11. After the RSF Board of Trustees have approved recipients of the RSF Scholarship, chooses the Named Scholarship recipients. Provides the Named Scholarship recipients to the Technology Committee to enter in the "rollup".
12. After the RSF Board of Trustees have approved the recipients of the RSF Scholarship, contacts the donors of the Add-on Awards and provides them with the information, including a decision deadline, they require to make their award selection. Provides the Add-on Award recipients to the Technology Committee to enter in the "rollup".
13. Upon completion of the RSF Scholarship application and award process, conducts a Scholarship Committee meeting for a comprehensive review of the entire process to capture "lessons learned" and identify those items that either need improvement or require further review.

Responsibilities of Elected Officers
F. Corresponding Secretary

The Corresponding Secretary sends students letters of congratulations or regrets and Evidence of Enrollment letters, coordinates with the Awards Reception Committee the sending of award reception invitations to students and guests, prepares award certificates for scholarship recipients, purchases office supplies as needed with reimbursement from the Treasurer is a member of the Executive Board.

They can appoint an Assistant Corresponding Secretary to send thank you letters to all donors, provide the President with information on donors who contribute \$500 or more, and perform other duties as delegated by the Corresponding Secretary.

Submitted by Natalee Fairbanks - 3/28/2025

Responsibilities of Elected Officers

G. Recording Secretary

The Recording Secretary records and causes to be retained digital copies of the minutes of all Executive Board and Board of Trustee meetings, records attendance at those meetings as required, distributes current minutes of those meetings to all members, coordinates with the President or Vice President to submit all Bylaw changes and other required documents to the appropriate federal, state and local agencies,

They are a member of the Executive Board.

Submitted by Alice Lau - 5/26/2025

Responsibilities of Elected Officers

H. Treasurer

The Treasurer chairs the Finance Committee, maintains income and balance sheets, monthly bank and brokerage statements and a spread sheet within the following parameters. State and federal filings are based on the Fiscal Year (January 1 to December 31) and cash flow is based on the Calendar Year (January 1 to December 31). Non-monetary gifts are converted to cash and deposited as directed by the Finance Committee. Dividends, interest and realized net capital gains remitted to the Foundation are treated as Foundation income.

Annual statements of income and year-end balance sheets are prepared for the Fiscal Year; interim reports are generated as needed for management and oversight purposes and records for each Calendar Year all donations by name, address and type. They submit the names of all non-anonymous donors to the Rossmoor News for publication as appropriate.

They are familiar with the following operational details: the Foundation's use of a Post Office box, the frequency of collecting mail, the recording of each donation on a computer spreadsheet (Excel or equivalent) as follows: listing the names of donors (anonymous donors' names are listed separately), listing the name of the person for whom a Memorial contribution is made along with the address of the honoree's family, listing the donor names to be given to the Rossmoor News. Donations in memory of and in honor of are listed with the name of the donor and honoree.

The Treasurer sends list of all donors to the Corresponding Secretary's assistant, report donations and prepares statistical analyses as requested by the Executive Board, reviews the scholarship payment request form, ensures that a process has been established by which students request and receive payment of their awards, causes to be maintained digital copies of Treasurer reports and other appropriate financial records.

They coordinate with the President to submit all Bylaw changes to the appropriate bank and investment agencies, and may appoint an Assistant Treasurer and is a member of the Executive Board.

Last update: Unknown

Responsibilities of Elected Officers

I. Technology Director

The Technology Director directs the RSF technology.

New RSF position - No document developed to date.

Responsibilities of Elected Officers
J. Immediate Past President

The Immediate Past President supports the President, provides institutional knowledge, is a member of the Executive Board.

Last update: Unknown

Responsibilities of Standing Committees

A. Bylaws and Policies Committee

The Bylaws and Policies Committee prepares and presents recommended updates or changes to the Bylaws and Policies to the Executive Board for approval, as necessary, presents recommended changes to the Bylaws and Policies to the Board of Trustees for its approval, makes changes to the Procedures as needed, meets and reviews the Bylaws, Policies and Procedures annually.

Submitted by Charlotte Misner - 3/17/2025

Responsibilities of Standing Committees

B. Development Committee

Fund-Raising:

The Development Committee is primarily responsible for RSF's fund raising efforts. In that connection, the Committee creates, has printed and, where needed, collates, stamps and mails to all donors from the previous two years a fall annual personalized appeal letter over the RSF President's signature on RSF letterhead; mails the letters in business envelopes with RSF's return address; encloses with the letters reply envelopes.

It creates, has printed and distributes the fall newsletter through the Rossmoor News, creates and mails other solicitation letters as deemed useful; writes solicitation letters as needed to remind clubs, individuals and select community businesses of RSF's fundraising effort; makes follow up visits where appropriate, tracks the Trustee's annual donations, promotes the RSF Legacy Society and initiates and supports other fundraising events as approved by the Trustees.

Publicity:

The Committee is also primarily responsible for RSF's publicity. In that connection, the Committee is responsible for the language and photos on RSF's website (www.rossmoorscholarship.org) so that the site effectively describes RSF, encourages residents' donations (explaining various ways to donate and participate in RSF's Legacy Society), generates interest in RSF, and is periodically updated.

The Committee is responsible for writing articles about RSF for publication in the Rossmoor News (generally every other week between 3/1 through 9/1, every week between 9/1 and 3/1). To be accompanied by a donor coupon where appropriate. In early July the Committee Chair appoints an editor who then schedules the articles, edits them (in line with the News guidelines and requirements) and submits them to the News. Articles should include descriptions, with photos, of RSF events, including the Spring student awards reception and the Fall donor reception. In February, one article will list all donors who made donations during the previous year, grouping the donors in descending order according to the size of their gifts, one name per line of type. Additional articles should include coverage of new members of the Board of Trustees (with photographs), articles about special donations as they occur throughout the year, and articles about the Waterford scholarships and Rossmoor Walnut Creek Foundation Employee/Child scholarships.

It may, for a special purpose, place a large ad in the News with photos using a prepared format, arrange with Rossmoor TV Channel to have scripted information about RSF presented on TV by hosting Bingo and also to sponsor Bingo night ads with monthly donations from trustees, participates in Rossmoor fundraising events as decided by the Trustees,

The Committee provides the Activities Council Representative for the RSF who attends meetings of the Activities Council, represents RSF as opportunities are afforded by Activities Council.

In the Fall, works with the President to contact donors of all named scholarship and add-on awards to determine whether they will fund their scholarship or award in the following year.

Requests from the president a Memorandum of Understanding (MOU) for named scholarships and add-on awards. Each MOU is to include the name of the scholarship, value of the award, responsibilities of the Foundation, and responsibilities of the donor, including the donor's contact information. The President submits the draft MOU to the donor for review and signature, and then submits the substance of the MOU to the Board of Trustees for final approval.

For follow-up add-ons and named scholarships provides a reminder of money due before 12/31.

Generates a list of contact information for donors of named scholarships and add-on awards and enters them on Google Shared Drive.

Submitted by Wayne Wiegand – 6/30/2025

Responsibilities of Standing Committees

C. Events Committee

Donor Reception

The Events Committee coordinates a fall afternoon donor reception that requires:

- Preparing invitations for the printer at least six weeks prior to the reception;
- Sending invitations at least one month prior to the reception;
- Soliciting volunteers to handle food, drinks, table decorations, name tags, and other supplies;
- Meeting with the Recreation Department with a room layout plan;
- Arranging for entertainment and speakers, including the President;
- Notifying the front gate regarding clearance for non-residents.

Awards Ceremony

The Events Committee has two parts: the Brochure Subcommittee and the Ceremony Subcommittee.

Brochure Subcommittee

As soon as the scholarship recipients are selected, the Brochure Subcommittee:

- edits the scholarship recipients' photos;
- with the Technology Chair, Events Committee Chair, Corresponding Secretary and Chair of Scholarship, begins the preparation of a draft brochure, compares the spellings on the edited photos with the student roll-up list;
- prepares the final brochure copy and arranges for printing;
- requests assistance in proof-reading of students' names used with photos.

Ceremony Subcommittee

In Fall

- works with the President to arrange with the GRF Recreation Department the date, time, rooms and set up for the awards ceremony based upon the anticipated number of attendees,

In January and February

- determines the preliminary flow of the event; the roles of the school chairs and whatever help is needed from other Trustees,
- identifies Master/Mistress of Ceremonies who coordinates the presentation of awards,
- working with Past Recipients Subcommittee, identifies the Keynote speaker, if any,
- in February or March, sends Save the Date to add-on and named donors for the Award Ceremony.

In March and April

- arranges for the Corresponding Secretary to send reception invitations to all invitees (students, parents, counselors, donors and others) and to prepare the award certificates for the scholarship recipients

- reviews the award ceremony committee members' responsibilities and makes updates as needed,
- works with the Committee to determine pre-program entertainment; if pre-recorded, makes arrangements for design of video and/or musical content,
- schedules photographers as applicable
- oversees audio usage and special equipment as needed,
- obtains a description of scholarships to be offered and such other documents as the Committee recommends,
- begins to edit script for current year, changing dates, scholarships offered and amounts, among other things,
- Finalizes script for the ceremony, including school by school
- arranges the setup of the stage for the ceremony (including the podium, the microphone at the podium and a free-standing microphone, the tables and chairs on stage as needed),
- checks on the printing of certificates, making sure the names are correct as well as the other information,
- makes sure that on the table on the stage the certificates are arranged in the order of presentation,
- schedules a walk-through for all Trustee participants & assistants

In May/June:

- edits the list of scholarship awards to be included in RSF's Shared Drive, including the Waterford scholarships,

Committee Members

- plan the use of the event room
- plan the event flow and room design (set up chair and table arrangements, sound system, signs and decorations, photo area),
- plan and purchase table and room decorations,
- arrange for food and beverages, obtain the needed supplies, oversee use of kitchen and hire a helper
- set up the welcome table (work with corresponding secretary who will prepare name tags for students, other guests and Trustees), and arrange for Trustees to be at the table to greet attendees,
- arrange for pre-program entertainment (including any videos to be shown) and for the set up of all audio/visual equipment and technical help that may be needed as well as any other required special equipment.
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Submitted by S. Wiegand - 6/15/2025

Responsibilities of Standing Committees

D. Finance Committee

The Finance Committee consists of the Treasurer and additional Trustees appointed by the President in consultation with the Treasurer. The Committee reviews management of assets and recommends changes as needed in collaboration with the professional adviser, if any, and as approved by the Board of Trustees, recommends to the Board of Trustees at the January board meeting the total dollars available for Rossmoor scholarships and the number of Rossmoor scholarships to be awarded that year.

The calculation of the scholarship dollars involves the following: calculation of the average monthly balances of the investment account, subtract from that amount the estimated value of the Kaplan Funds that are in the investment account, subtract from that sum all expenses incurred during the year, subtract from that sum any scholarships from prior years that have not been paid out yet, take 3 ½ % to 4 ½ % of that sum to determine the investment account funds available, add annual donations for total of funds available for scholarships.

The Committee transfers monies from its investment account to its checking account for scholarship expenditures; this is accomplished by request to the investment bank according to the bank's policies and procedures (in the case of transfers from the investment account to Fidelity, the transfers are made by phone), after Executive Board approval.

Last update: Unknown

Responsibilities of Standing Committees
E. Membership Committee for Board of Trustees

1. Interviewing Potential Trustees and Making Final Recommendations to the Board.

Interested applicants contact the Chair who does an initial phone screening. If the applicant is still interested, the Chair emails him/her an application. Once the Chair receives the completed application, (s)he will send copies to all committee members. The interviews usually take place in March and April with final recommendations due by the April or May meeting. The Chair does the scheduling and creates a welcoming environment where the applicant talks about his/her experience and interests. Everyone on the team asks questions as well as the interviewee. Care is taken to match RSF needs with people's strengths. After the interview, the Chair reaches out to each applicant informing them of the timeline in reaching a decision. The president will work with membership to decide how many openings are available. Then the Chair submits a list of recommendations to the board for approval. The Chair then informs those who will be asked to become trustees and sends emails to any people who applied but not asked to join at this time.

2. Tracking Trustees' Years of Service.

A list of trustees "ending year" is created. It can be given out at a board meeting (or put on the portal?) to remind people when their 3-year obligation ends. The Chair can email every person whose term is ending to see if they are staying on or leaving. This information is necessary to know how many new trustees are needed.

3. Supporting New Trustees.

The committee is responsible for on-boarding the new trustees. This will include assigning a mentor to each new trustee. The mentor can sit with the new member during meetings as well as answer questions as the year progresses. All documents explaining RSF's structure are on the portal. If possible, a new member event will be scheduled prior to the August all day retreat, where new trustees can learn what committees they are on, ask questions, and become ready to start their term.

4. Managing Friends of RSF

Membership is charged with creating an active list of Friends who will provide support and help so RSF can function at its best. Each year, Friends need to be contacted to verify if they still want to be on the list and which activities they want to support (interviewing, reading add-on essays, helping with events etc.) Once this list is compiled, copies should be made available to whomever needs this information. Infrastructure for Friends needs further development. It is important to provide some means of inclusion so this year's committee can decide how to implement this.

Submitted by Susan Baskin - 5/19/25

Responsibilities of Standing Committees

F. Nominations Committee for Officers

The Nominations Committee consists of four members, three of whom should be experienced Trustees and one of whom will serve as Chair. It convenes a meeting in January to begin the nomination process, provides prospective candidates with descriptions of officer responsibilities, makes sure the nominees consent to their nominations before their names are presented to Trustees, presents to the Trustees, at the March meeting, a slate of officers to be voted upon at the April meeting, and accepts nominations from the floor with the nominee's written consent.

Submitted by Peter Li- 5/19/25

Responsibilities of Standing Committees

G. Scholarship Committee

1. The Scholarship Committee plans and organizes the process for selecting recipients of the Rossmoor Scholarships, Named Scholarships and Add-on Awards.
2. Membership consists of:
 - a. Vice President(s) of Scholarship
 - b. School Team Chairs and Co-Chairs
 - c. Vice President(s) of Technology
 - d. Designees of the Vice President(s) of Scholarship
3. School Team Chairs and School Team Co-chairs or in their absence Deputy School Team Chairs are required to attend each scheduled meeting of the Scholarship Committee.
4. In July, the Vice President(s) of Scholarship and the President meet to assign School Team Chairs and Co-Chairs and Deputy School Team Chairs. Trustees are made aware of these assignments prior to the August Board retreat.
5. In September,
 - a. Review and update the scholarship application and awards calendar for the upcoming school year. This will include:
 - i. The qualifications and criteria required for students to apply and to be eligible for a scholarship.
 - b. Review and update the Information Packet for Counselors. It should include:
 - i. A description of the RSF application process and the key information and documents required to be provided by students to successfully complete an application.
 - ii. A timeline of key dates for student applicants and School Counselors.
 - iii. The qualifications and criteria required of students to apply for and to be eligible for an RSF scholarship.
 - iv. Examples of the Add-on Awards available to students.
 - c. Update the contact information for each school.
 - d. Update the description of confirmed Add-on Awards and Named Scholarships.
 - e. Ensure that School Team Chairs/Co-Chairs schedule an initial meeting with their School Counselors and Principals to review the RSF Scholarship application requirements, timeline and the School Counselors responsibilities.
6. In October, meets to review and finalize the updates to the Information Packet for Counselors and to review the schedule and procedures for meeting with School Counselors. The Information Packet will be provided to School Counselors and reviewed with them by the School Team Chair at the scheduled meeting.
7. In October, meets to confirm the required updates and changes to the Kaleidoscope online RSF Scholarship application and to the RSF website Scholarship Application link. Works with the Technology Committee to implement these required revisions and to also develop periodic student application status reports that can be used by School Team Chairs/Co-Chairs and School Counselors for applicant status monitoring.

8. In November, meets to review and update the Interview Packet for Trustees to be used by the RSF Trustees and Friends of RSF in interviewing, evaluating and scoring scholarship applicants. Particular attention should be paid to the responsibilities of the School Team Chairs and the interviewers of student applicants, to the evaluation criteria and to the sample questions.
9. In January, distributes the updated Interview Packet to RSF Trustees and Friends of RSF. Administers a comprehensive interview training session for all potential scholarship applicant interviewers.
10. In late January to early February, completes assignment of Trustees and Friend of RSF to 3-person scholarship applicant interview team(s), to include alternates, for each school. To facilitate equitable rank ordering of the applicants from a school, the number of applicants scheduled to be interviewed at each interview session at that school should be approximately the same.
11. **School Team Chairs/Co-Chairs** and **Deputy School Team Chairs** are responsible for the following for their respective schools:
 - a. In October, meet with the School Counselors to provide the Information Packet for Counselors, review the information contained therein and deliver the school's poster that includes last year's recipients.
 - i. Focus should be on the scholarship application schedule, the key information and documents e.g., letter of recommendation [LOR], transcripts, photo (head shot jpeg), Student Aid Index SAI required by students to successfully complete an online application, a description of the types of scholarships offered by RSF and any issues with the Kaleidoscope online application.
 - ii. Request School Counselors' assistance to inform their students of the RSF Scholarship opportunity and on how to apply. Also, request their assistance in monitoring and helping students with their applications.
 - iii. Inform School Counselors of the resources available to them on the RSF website and how to access it.
 - b. In December, after the scholarship application process opens and throughout the process, work with and provide regular updates to School Counselors.
 - i. Provide periodic Application Status Reports to monitor the status of scholarship applicants with particular emphasis on missing letters of recommendation (LORs), transcripts, photos and the Student Aid Index (SAI).
 - c. In January, work with the School Counselors to establish interview dates based on the expected number of eligible scholarship applicants to be interviewed from their school.
 - i. To facilitate equitable rank ordering of the applicants from a school, the number of applicants scheduled to be interviewed at each interview session at that school should be approximately the same.
 - d. In late January, work with the Vice President(s) of Scholarship to establish School Interview Team assignments for their school from among RSF Trustees and Friends of RSF.
 - i. School Interview Teams should be led by either the School Team Chair or Co-chair, Deputy School Chair, or a designated individual with RSF interview experience. Each interview team should consist of a minimum of 3 individuals.
 - ii. Scheduling individuals for successive days of applicant interviews should be avoided.
 - iii. Interviewers should have the opportunity to interview at both high schools and community colleges.

- e. Before the interviews in February, provide each School Interview Team member:
 - i. The interview date(s), time and location
 - ii. A score sheet for each student applicant which contains the student's SAI score.
 - iii. Information on how to access the applicant's online application and other application documents and materials.
 - f. Following the completion of each applicant's interview, lead the School Interview Team in reaching a consensus on the final team score for that applicant.
 - g. Following the completion of an interview session, lead the School Interview Team in rank ordering the scholarship applicants from that interview session.
 - h. After the scholarship application process closes, School Team Chairs are responsible for:
 - i. Entering in the "rollup" the scholarship applicants' scores for their respective school including a rank ordering of the scholarship applicants from that school.
 - ii. Noting in the "rollup" those applicants eligible for Add-on Awards and, based on the checked categories on the evaluation forms, for the Named Scholarships.
 - iii. Ensure that the "rollup" contains each applicant's correct name, school, home address, mobile phone number and email address.
 - iv. Notify the Vice-Presidents of Scholarship when this is complete.
12. Upon completion of the RSF Scholarship application and award process, conduct a meeting for a comprehensive review of the entire process to capture "lessons learned" and identify those items that either need improvement or require further review.

Submitted by Bob Miller - 6/25/2025

Responsibilities of Standing Committees

H. Technology Committee

The Technology Committee (TC) provides technology leadership and support for the Trustees and the maintenance and continued development of the technology used by the RSF.

The TC maintains the Google domain name and account [rsf1965.org], is responsible for Google Drive system (folder structure, groups, users, permissions) and two Shared Drives [RSF1965, RSF1965s], and maintain and monitors these Gmail accounts and provides passwords as needed:

admin@rsf1965.org

donor_admin@rsf1965.org

website@rsf1965.org

rossmoorscholarship@gmail.com

The TC maintains documents in the AAA General Information folder, is the lead tech contact and supports the Kaleidoscope scholarship application system and the use of the RSF Zoom application.

The TC is responsible for the RSF website and maintains the website with guidance from the Development and Scholarship Committees. This includes maintaining the domain names rossmoorscholarshipfoundation.org and rossmoorscholarship.org, monitoring and assigning the transfer of website Contact requests to appropriate trustees, and updates to the documents in the website Trustee Portal.

The TC works with liaisons from Committees to provide technical support and assistance as needed.

For the Scholarship Committee, it helps develop scholarship application forms, access to submitted scholarship applications and rollup document.

For the Corresponding Secretary, it assists with the applicant contact information (address, phone, email) spreadsheet used to generate congratulatory/regret letters.

For the Events Committee it develops the Awardees Booklet, lists all awardees and supports the Past Recipient folder.

For the Development Committee it supports the annual donor list spreadsheet in the secure share drive (RSF1965s).

For the Past Scholarship Recipients Subcommittee, at end of the awards cycle, it places a spreadsheet in the calendar year folder under Past Recipients with columns: name, high school or CC, add-on/name award (if received) and email; if possible, phone number and address.

Submitted by Steve Batill - 5/20/25

Responsibilities of Subcommittees

A. Employee/Child Scholarship Subcommittee of the Scholarship Committee

The Subcommittee chooses the applicants who will be slated to receive the scholarships, subject to the approval of the Board of Trustees. The schedule of the Committee activities is generally as follows. September: speak to the head of GRF's HR to arrange an information session for employees and work with HR to prepare supporting promotional materials. November: hold information session for those interested in applying, put the online application live and students begin to apply. December: follow up with intended or partial applicants. January deadline, then review applications with Subcommittee to pick finalists (6-8), invite all applicants who fall within guidelines for interviews; check transcripts with school counselors and check recommendation letters for validity. February: choose recipients and send to Technology Chair for inclusion in roll-up; March: Board votes to approve the nominated recipient and Corresponding Secretary notifies recipients; write article for Rossmoor News publicizing the recipient.

Last update: Unknown

Responsibilities of Subcommittees

B. Friends of RSF Subcommittee of the Development Committee

Friends of RSF include past Trustees and scholarship recipients who have expressed an interest in volunteering as needed. The Subcommittee invites past Trustees to an annual event to discuss recent RSF successes and explore potential interest in participating in RSF activity and promotion, and it provides the Executive Board with a current list of Friends.

Last Update: Unknown

Responsibilities of Subcommittees

C. Past Scholarship Recipients Subcommittee of the Development Committee

The Past Scholarship Recipients Subcommittee is responsible for gathering updates from prior scholarship recipients for publicity purposes, generally in the summer shortly after graduation. The Subcommittee obtains contact information from Google Doc folders for DVC students who received their award two years prior and from high school students who received their award four years prior. It emails students requesting an update on their college experience; sends thank you/congratulations emails to those who respond. It places each response in a Word document (with photos if provided) labeled with first and last name, high school and graduation date and uploads responses to the Google Docs Shared Drive. That information is to be placed in folders dated the year of graduation and year of award (each folder lists recipients by award year if in doubt of graduation year). The documents should be labeled with first name, last name, high school and graduation year, and they file in the Google Docs Shared Drive the miscellaneous thank you notes that RSF receives.

Last Update: Unknown

Responsibilities of Subcommittees

D. Waterford Scholarship Subcommittee of the Scholarship Committee

1. The Waterford Add-On Scholarships with a value of \$2,500 each will operate much in the same way that the Add-Ons operate in GRF: the Add-Ons will be advertised to students and they will be encouraged to apply. Students will be asked to submit an essay to support their reason for applying in one or another of the categories offered. The Waterford committee will read these essays, and decide to award scholarships of \$2,500 to those students whom they feel could best utilize them. Please remember they will have interviewed these students for the primary scholarships of \$3,500.
2. The following are descriptions of the Add-On Scholarships offered to applicants of the Waterford Scholarships. Each Add-On is valued at \$2,500 and will be awarded in addition to the basic \$3,500 scholarship. Students must write a separate 100-word essay to apply for the Add-On.
3. Waterford scholarships are given each year to dedicated employees of the Waterford who seek to further their education and training.
4. The number of scholarships to be awarded is determined by the amount of funds available from Waterford resident donations and, to some extent, the number of eligible applicants; in general, the amount of a Waterford scholarship will be the same as the amount of a Rossmoor scholarship.
5. Scholarship applicants must be current Waterford staff and must have worked at Waterford for at least the previous six months. They must be currently attending or applying to attend a trade school, community college or four-year college or university.
6. To apply for a Waterford Scholarship, applicants must provide the following:
 - a. a completed and signed Waterford Scholarship application, the form of which is similar to much of the Rossmoor scholarship application form, including EFC information and special considerations; generally, a GPA of at least 2.3 is required,
 - b. a good quality photograph (preferably, at least 2MB),
 - c. an essay describing how family history, culture or environment influenced the applicant and his or her hopes for the future,
 - d. a transcript from the school in which he or she was most recently enrolled,
 - e. a letter of recommendation from a teacher, school counselor or other personal reference (but personal references from Waterford residents are not accepted),
 - f. a completed Employment Verification Form signed by a Waterford supervisor.
7. Types of Add-On Scholarships

- a. Career In Caregiving Service: Applicant intends to pursue a career in an area of direct caregiving service to others. This might include all forms of nursing, counseling, medical laboratory work, EMS, early childcare, cosmetology, medical/dental assistants and home nursing work.
 - b. Career In A Technical Field: Applicant intends to pursue a career in such areas as automotive technology and repair, construction management, plumbing, electrical, welding, accounting and business services, computer science, graphic communications, web design and culinary arts.
 - c. Career In An Environmental-Related Area: Applicant intends to pursue a career in the broad arena of environmental protection, working to mitigate climate change, or to make improvements to the environment. This could include such jobs as laboratory assistants in oceanographic institutes or work in zoos or aquariums, public parks and non-profits focused on the environment. It could also include working in agricultural areas focused on sustainability.
 - d. Career In Education And Related Fields: Applicant intends to pursue a career in education including teacher, teacher's aide/assistant, librarian, library aid, pre-school teacher or employee, education administration and technical support, and after school programs and counseling.
 - e. Career In Public Service: Applicant intends to pursue a career in public service including social work, sheriff/police officer, fish and game warden, investigation/criminal assistant/analyst, firefighting, and social service non-profits.
 - f. Study In The Liberal Arts: Applicant intends to study in one of the liberal arts, for example Anthropology, Economics, Political Science, Psychology, Sociology, Mathematics, English, Fine Arts, Journalism, one of the sciences, a foreign language or another of the liberal arts.
8. In order to receive scholarship money, a scholarship recipient must provide the RSF Treasurer, by the end of February of the year after the award was received, proof of enrollment in an accredited trade school, community college or four-year college
 9. The Waterford scholarship team includes: RSF's Waterford Scholarship Committee Chair, the Executive Director of Waterford, the President of Waterford's Mutual, a Waterford employee designated to work with employee scholarship applicants, and a Waterford employee designated to collect donation envelopes.
 10. In February, RSF's Waterford Scholarship Committee Chair reviews the flyer for the Waterford fund drive and drafts the flyer publicizing the availability of Waterford scholarships; the Committee Chair meets with the Waterford team to develop a tentative schedule for the Waterford scholarship program, arrange a date and room for the awards ceremony, define the duties and responsibilities of the donation coordinator for Waterford, review the Waterford employee application form and attend to other requirements and details; the Waterford team's role is to facilitate the application and interview process under the guidance of the Committee Chair,

11. three to five RSF Trustees constitute the interview team; the Committee Chair meets with the interview team to discuss the Waterford interview schedule and to review the application form and interview process; the Committee Chair receives completed applications and distributes application packets to the RSF interview team,
12. the Committee Chair discusses the completed interviews with the RSF interview team and informs the Waterford team as to the results of the interviews; after consulting with the Waterford team, the Chair presents its recommendations to the RSF Board of Trustees, and the Board determines which applicants will receive Waterford scholarships.
13. the Committee sends applicants letters of acceptance or rejection and sends donors thank you letters.

Last Update: Unknown