

ROSSMOOR SCHOLARSHIP FOUNDATION

PROCEDURES

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I. General

A. Purpose and Applicability of the Procedures

1. Purpose: 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.
2. Applicability: The Procedures are intended to be consistent with the Policies. In the event of conflict between the Policies and the Procedures, the Policies govern.

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

1. 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.
2. Board membership is for three years, and individuals may be re-elected.
3. Board members should be familiar with the Bylaws, Policies and Procedures relating to their specific role.
4. 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.

C. Types of Scholarships

1. There are two main types of RSF scholarships: Rossmoor scholarships and add-on scholarships, also known as add-on awards.
 - a. 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 Standards Committee,
 - i. 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,

- ii. 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),
- iii. 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.

b. 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,

- i. 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),
- ii. 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.

II. Responsibilities of Elected Officers

A. Executive Board

- 1. The Executive Board meets prior to regular meetings to address current RSF business and plan the agenda for the upcoming Board of Trustees meeting.
- 2. Members of the Executive Board are the officers and include the President, Vice President, Vice President of Development, Vice President of Scholarship Standards, Recording Secretary, Treasurer, Corresponding Secretary and Immediate Past President.
- 3. Executive Board officers serve one-year terms and may be re-elected.

B. The President

1. The President plans meeting agendas and chairs regular monthly meetings,
2. plans the calendar and makes committee assignments, with the advice of the Executive Board, and causes digital records of those assignments to be maintained,
3. advises and coordinates all committees,
4. drafts a Memorandum of Understanding (MOU) for named scholarships and add-on awards and provides a copy of each MOU to the Vice President of Scholarship Standards.
 - a. Each MOU is to include the name of the scholarship, value of the award, responsibilities of the Foundation, and responsibilities of the donor.
 - b. The President submits the draft MOU to the donor for review and signature,
 - c. submits the MOU to the Executive Board for review,
 - d. submits the substance of the MOU to the Board of Trustees for final approval.
5. The President plans and chairs Executive Board meetings,
6. signs an appropriate note or card in the event of illness, injury or death of an active Trustee,
7. sends a letter or email to new Trustees welcoming them to the Board,
8. 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,
9. sends letters or emails of appreciation to Trustees who are retiring from the Board,
10. sends thank you letters to donors who contribute \$500 or more,
11. reserves Foundation meeting, award reception, and donor reception dates and locations with the Rossmoor Reservations desk,

12. 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,
13. coordinates with the Treasurer the processing and sending of the students' scholarship checks,
14. generates a Trustee roster (with the year each term ends) and enters these on Google Shared Drive,
15. generates a list of contact information for donors of named scholarships and add-on awards and enters them on Google Shared Drive, 16. establishes ad hoc committees as needed,
17. is a member of the Executive Board.

C. The Vice President

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

D. The Vice President of Development

1. The Vice President of Development chairs the Development Committee,
2. is a member of the Executive Board.

E. The Vice President of Scholarship Standards

1. The Vice President of Scholarship Standards conducts a meeting with school chairs in September to discuss the calendar for the upcoming school year and to review the form of application and the qualifications necessary for students to apply for a scholarship; works with school chairs to update contact information for each school; and distributes a description to all school chairs of confirmed add-on awards and named scholarships,
2. ensures that school chairs establish a day and time to meet with school counselors and to deliver packets with application instructions and counselor responsibilities,

3. conducts meetings in late October or early November to review the timeline and procedures for meeting with school counselors and distributes materials that school chairs need to give to counselors. Packets include:
 - a. timeline of dates for students and counselors,
 - b. counselor checklist of materials needed from students,
 - c. qualifications necessary for students to apply,
 - d. a list of all Rossmoor scholarships and add-on awards available to students,
 - e. a request for counselor assistance in informing students of the opportunity to apply for the Rossmoor scholarships and add-on awards and in assisting them in making the applications,
4. develops a workshop, held at the end of the January Board meeting, to help new Trustees understand the application process and how to interview and evaluate applicants,
5. if the donor of an add-on award requests a limited number of student essays to review, creates an ad hoc committee to evaluate the essays for the donor's add-on award and then provides the donor with a reduced number of essays to read in selecting who will receive the add-on award,
6. collects scoring sheets from school chairs for all students who were interviewed,
7. works with the Technology Committee Chair to create a rank-ordered list of all scholarship applicants for submission to the Trustees for their consideration in March when they decide which applicants will receive scholarships,
8. arranges, through the Technology Committee Chair or the Administrator of the Google Shared Drive, to have a document created containing the applicants' names, schools, addresses, phone numbers and emails,
9. is a member of the Executive Board.

F. The Corresponding Secretary

1. The Corresponding Secretary sends students letters of congratulations or regrets, and Evidence of Enrollment letters,

2. coordinates with the Awards Reception Committee the sending of award reception invitations to students and guests,
3. prepares award certificates for scholarship recipients,
4. purchases office supplies as needed with reimbursement from the Treasurer,
5. may appoint an Assistant Corresponding Secretary to send thank you letters to all donors, to provide the President with information on donors who contribute \$500 or more, and to perform other duties as delegated by the Corresponding Secretary,
6. is a member of the Executive Board.

G. The Recording Secretary

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

H. The Treasurer

1. The Treasurer chairs the Finance Committee,
2. maintains income and balance sheets, monthly bank and brokerage statements and a spread sheet within the following parameters:
 - a. 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),
 - b. non-monetary gifts are converted to cash and deposited as directed by the Finance Committee,
 - c. dividends, interest and realized net capital gains remitted to the Foundation are treated as Foundation income,

- d. 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,
- 3. records for each Calendar Year all donations by name, address and type,
- 4. submits the names of all non-anonymous donors to the *Rossmoor News* for publication as appropriate,
- 5. is familiar with the following operational details:
 - a. the Foundation's use of a Post Office box,
 - b. the frequency of collecting mail,
 - c. the recording of each donation on a computer spreadsheet (Excel or equivalent) as follows:
 - i. listing the names of donors (anonymous donors' names are listed separately), ii. listing the name of the person for whom a Memorial contribution is made along with the address of the honoree's family, iii. 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,
- 6. sends a list of all donors to the Corresponding Secretary's assistant,
- 7. reports donations and prepares statistical analyses as requested by the Executive Board,
- 8. reviews the scholarship payment request form,
- 9. ensures that a process has been established by which students request and receive payment of their awards,
- 10. causes to be maintained digital copies of Treasurer reports and other appropriate financial records,
- 11. coordinates with the President to submit all Bylaw changes to the appropriate bank and investment agencies,
- 12. may appoint an Assistant Treasurer,
- 13. is a member of the Executive Board.

I. The Immediate Past President

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

J. Non-Elected Position

1. The Parliamentarian, if appointed, guides all meetings to follow Robert's Rules of Order

III. Responsibilities of Standing Committees

A. Awards Reception Committee

1. The Committee Chair
 - a. in January and February,
 - i. works with the President to arrange with the GRF Recreation Department the date, time, rooms and set up for the awards reception based upon the anticipated number of attendees,
 - ii. determines the preliminary flow of the event; the roles of the school chairs and whatever help is needed from other Trustees,
 - iii. communicates with Rossmoor Realty for donation of the award ceremony program,
 - iv. identifies Master/Mistress of Ceremonies who coordinates the presentation of awards,
 - v. working with Past Recipients Subcommittee, identifies the Keynote speaker,
 - b. 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 (award certificates were not prepared in 2021 and 2022); invitees and award certificates should include the Waterford scholarships,
 - c. reviews the award ceremony committee members' responsibilities and makes updates as needed,
 - d. works with the Committee to determine pre-program entertainment

- i. If pre-recorded, makes arrangements for design of video and/or musical content,
 - ii. If live, reserves musician and pre-program entertainment; arranges for the piano to be located on the stage if applicable,
 - e. schedules photographers as applicable (note – this process was cumbersome in the past, it could be simplified),
 - f. oversees audio usage and special equipment as needed,
 - g. notifies the front gate regarding clearance for the attendees
 - h. in May/June:
 - i. edits the list of scholarship awards to be included in RSF's Shared Drive, including the Waterford scholarships,
 - ii. sends thank you letters to the keynote speaker and the Master of Ceremonies.
2. Master of Ceremonies calendar for the awards reception:
- a. in February-April
 - i. attends all Reception Committee meetings as a member,
 - ii. obtains a description of scholarships to be offered and such other documents as the Committee recommends,
 - iii. begins to edit script for current year, changing dates, scholarships offered and amounts, among other things,
 - iv. contacts the keynote speaker,
 - b. in March,
 - i. when students are selected, adds to the script information about the recipients and their scholarship information,
 - ii. stays in contact with the Committee Chair for the names of presenters and other information,
 - iii. communicates with the Brochure Subcommittee as needed, meets with Lou Landgraf at Rossmoor Realty to begin the process for the program and includes Reception Committee Chair, Technology Chair and person editing photos,

- c. reviews a draft of the keynote speaker's speech,
- d. in April, makes final preparations for the ceremony,
 - i. obtains copy of letter of instructions for awards recipients to use in editing script,
 - ii. edits the Master of Ceremony's script with dollar amounts, the names of all the scholarships, the names of the presenters and the recipients, and other information,
 - iii. 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),
 - iv. checks on the printing of certificates, making sure the names are correct as well as the other information,
 - v. makes sure that on the table on the stage the certificates are arranged in the order of presentation,
 - vi. it may be that school chairs will hold the certificates for their students and will present them,
 - vii. presides as Master of Ceremonies at the reception.
- 3. Awards Ceremony Committee Members
 - a. Key matters to be attended to the event if it is to be held in-person:
 - i. plan the use of the event room (usually the Donner Room), ii. ensure the participation of two photographers, iii. plan the event flow and room design (set up chair and table arrangements, sound system, signs and decorations, photo area),
 - iv. plan and purchase table and room decorations,
 - v. arrange for food and beverages, obtain the needed supplies, oversee use of kitchen (at the last in person event, water, cookies and fruit were served or set out on tables),
 - vi. set up the welcome table (prepare name tags for students, other guests and Trustees), and arrange for Trustees to be at the table to greet attendees,

- vii. 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.
 - b. Key roles if on Zoom
 - i. Creative Director
 - ii. Zoom Leader
 - iii. Outreach coordinators – communications with students and counselors.
- 4. Brochure Subcommittee (2 people)
 - a. in October/November, communicates with Lou Landgraf of Rossmoor Realty for its donation of the annual brochure, which is designed by Lou and the Committee,
 - b. in March,
 - i. communicates and coordinates with RSF's in-house photo editor (who will have started editing the scholarship recipients' photos), the Technology Chair, the Awards Reception Committee Chair, the Corresponding Secretary and the Vice President of Scholarship Standards to begin the preparation of a draft brochure, compares the spellings on the edited photos with the student roll-up list,
 - ii. requests Scholarship Standards Committee to assist in proof-reading of students' names used with photos,
 - c. in March/April,
 - i. meets with Lou Landgraf to edit the brochure,
 - ii. checks the spelling and names of recipients on the edited photos and on a separate list,
 - iii. reminds the photo editor to email the edited student photos directly to Lou,
 - iv. emails the brochure draft to Lou, who will return a draft brochure/program for editing; printed copies of the brochures should be ready about 2-3 weeks after Lou sends the final version to the printer,

- v. requests a \$300 check from the Treasurer made out to Lou Landgraf as a token of appreciation and sends the check to Lou with a thank you card signed by the President.

B. Bylaws and Policies Committee

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

C. Development Committee

1. Fund Raising: the Development Committee is primarily responsible for RSF's fund raising efforts. In that connection, the Committee
 - a. creates, has printed and, where needed, collates, stamps and mails to all donors from the previous two years (about 250 letters) a fall annual personalized appeal letter on RSF letterhead; mails the letters in business envelopes with RSF's return address; encloses with the letters reply envelopes (from Minuteman Press) and, if available, the fall newsletter,
 - b. creates, has printed and distributes the fall newsletter,
 - c. 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,
 - d. tracks the Trustee's annual donations,
 - e. coordinates a fall afternoon donor reception that requires
 - i. preparing invitations for the printer at least six weeks prior to the reception, ii. sending invitations at least one month prior to the reception, iii. soliciting volunteers from the Committee to handle food, drinks, table decorations, name tags, and other supplies, iv. meeting

with the Recreation Department with a room layout plan, v. arranging for entertainment and speakers, including the President, vi. notifying the front gate regarding clearance for non-residents.

- f. promotes the RSF Legacy Society,
 - g. encourages Trustees to solicit Rossmoor clubs in which they are involved, to contact the clubs in writing and to make personal presentations to the clubs,
 - h. initiates and supports other fundraising events as approved by the Trustees,
 - i. reviews periodically donor giving by gift category on Bloomerang and presents it to the Trustees at monthly meetings to inform the Committee and Trustees about the relative success of its various fundraising efforts,
 - j. encourages Trustees to give elevator speeches about RSF to friends.
2. Publicity: the Committee is also primarily responsible for RSF's publicity. In that connection, the Committee
- a. is responsible for the language and photos on RSF's website 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,
 - b. submits articles about RSF for publication in the *Rossmoor News* (generally every other week from 9/1 through 6/30) accompanied, to the extent allowed by the *News*, by a donor coupon (if the *News* limits the number of articles that include donor coupons, the coupons are generally included in articles near the end of the year); the Committee appoints an editor who schedules the articles, edits them (in line with the *News* guidelines and requirements) and submits them to the *News*; the articles include
 - i. descriptions, with photos, of RSF events, including the Fall donor reception and the spring student awards reception,

- ii. in February, an article with a list of 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,
 - iii. articles about (and listing) named scholarships and add-on awards,
 - iv. an article about the Board of Trustees, with one or more photographs,
 - v. an article with photographs about the scholarship awards ceremony (or Zoom video) that includes the Waterford scholarship recipients
 - vi. articles about special donations as they occur throughout the year,
 - vii. articles about the Waterford scholarships and GRF Employee/Employee Child scholarships.
 - c. may have copies of the RSF newsletter included as an insert in an issue of the *News*,
 - d. may, for a special purpose, place a large ad in the *News* with photos using a prepared format,
 - e. ensures that the articles and other publicity indicate that the RSF is a 501(c)(3) organization,
 - f. arranges 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,
 - g. participates in Rossmoor fundraising events as decided by the Trustees,
3. Activities Council Representative
- a. attends meetings of the Activities Council,
 - b. represents RSF as opportunities are afforded by Activities Council.

D. Finance Committee

1. The Finance Committee consists of the Treasurer and additional Trustees appointed by the President in consultation with the Treasurer.
2. 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,

3. 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.
4. The calculation of the scholarship dollars involves the following:
 - a. calculation of the average monthly balances of the investment account,
 - b. subtract from that amount the estimated value of the Kaplan Funds that are in the investment account,
 - c. subtract from that sum all expenses incurred during the year,
 - d. subtract from that sum any scholarships from prior years that have not been paid out yet,
 - e. take 3 ½ % to 4 ½ % of that sum to determine the investment account funds available,
 - f. add annual donations for total of funds available for scholarships.
5. 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.

E. Membership Committee for the Board of Trustees

1. The Membership Committee determines the type of skills and experience needed on the Board for the staggered three-year-terms,
2. monitors the three-year terms of the Trustees and contacts those Trustees whose terms will end at the close of the current year; renewal is not automatic; there should be a balance of experienced and new Trustees,
3. determines the number of vacancies to be filled in the coming year; throughout the year, requests that Trustees suggest names of qualified individuals for membership,
4. develops and maintains a list of potential candidates, communicates with potential candidates and determines which ones may reasonably be expected to fulfill the obligations of a Trustee, encourages qualified candidates to become

Trustees and assists them in completing applications (which should indicate who the sponsoring Trustee is) and causes the completed applications to be submitted to the Membership Chair,

5. presents at the May Board of Trustees meeting, or other Trustees' meeting as needed, a list of recommended applicants and a brief resume for each; the Board then votes on each applicant. Denial of any recommendation should be made only for cause. Those who receive a majority vote are invited to attend the June Board meeting as guests, and their term begins July 1.
6. If a vacancy occurs during the year, the Board may fill that vacancy before its May meeting pursuant to the procedure set forth above. The new Trustee serves the remainder of the term which s/he is filling and should be so advised. After that period of time, the Membership Committee may recommend that the new Trustee be invited to serve a new three-year term beginning July 1.
7. Selects a mentor for each new Trustee and ensures that the new Trustee meets with a member of the Technology Committee and participates in any new trustee orientation offered that year.

F. Nominations Committee for Officers

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

G. Scholarship Standards Committee

1. The Scholarship Standards Committee plans and organizes the process for selecting recipients of the Rossmoor scholarships (including named scholarships) and add-on awards,

2. reviews and updates application materials (typically in August or September),
3. reviews and updates evaluation procedures and documents including the student score sheet, student evaluation worksheet and application scoring guidelines,
4. for the Rossmoor scholarships, establishes the process for selecting students from DVC or one of the designated local high schools, based on prescribed criteria,
5. for the named scholarships, facilitates the selection, from the recipients of Rossmoor scholarships for that year, of the students whose Rossmoor scholarships will be designated named scholarships,
6. for the add-on awards,
 - a. establishes the process for students applying for a Rossmoor scholarship to also apply for one or more add-on awards,
 - b. updates the essay topics on the application form annually and adds essay questions to the form for any new add-on awards -- in each case, based on the criteria of the donor(s).
7. School chairs (selected by the President or the Vice President and thereby become members of the Scholarship Standards Committee):
 - a. in October or November, interface with the school counselors and oversee the school interview teams consisting of three or more Trustees,
 - b. in early November, meet with the school counselors to communicate dates for online applications that are to be submitted to RSF by the students,
 - c. promptly after the online application form is available, go over the form with the school counselor, discussing any particular issues involved in the application process, such as
 - i. noting that a faculty letter of recommendation (LOR) must be submitted online with each student's application; additional LORs may also be submitted online with the application, ii. indicating that a good quality digital photo (preferably at least 2MB), not taken by a

- professional photographer, should be included, iii. reminding the students not to plagiarize material in any of their essays -- text written by others can be included in an essay if it is shown with quotation marks and if the source of the text is identified,
- d. as soon as the materials indicated below are available, deliver to the school counsellors packets of the materials they will need; the packets should include:
 - i. a description of the scholarships and awards available,
 - ii. instructions to the school counselor, iii. a list of documents required from each student which the school counselor will be asked to collect; these documents include, for each student, hard copies of the student's transcript from the registrar's office, a Student Aid Report (SAR) with a financial evaluation of the Expected Family Contribution (EFC), and a signature page to be signed by the student,
 - e. establish dates with the school counselors (before the interviews in February) to retrieve the required application materials and to arrange for the applicants to be interviewed in February by RSF Trustees,
 - f. before the interviews in February, deliver (or email) to each interview team member:
 - i. the interview date(s), ii. a scoring explanation with a sample of point scoring, iii. one score sheet for each student, on which the student's weighted grade point average (GPA) and EFC score are entered, iv. the student's online application,
 - v. a copy of the transcripts and any additional letters of recommendation received from the school counselor,
 - g. monitor the incoming student scholarship applications posted on the RSF applications site, and advise the counselor of any missing information so that the counselor can prompt the student to supply the missing information before the due date,

- h. following completion of interviews, collect each team member's score sheet and discuss the interview with the team to reach a consensus on the total score,
- i. enter the total score for each student interviewed into the electronic score sheet provided by the Technology Chair,
- j. place each student's SAR information in a sealed envelope for return to the student at the time of interview,
- k. at end of interview process, collect the hard copies of the students' transcripts --maintain the copies until the scholarships have been decided and then destroy them,
- l. ensure each applicant submits with the application a high-quality digital photo (at least 2 MB), not taken by a professional photographer,
- m. in March, complete the roll-up and send it to Board of Trustees for a determination, with the advice of the Committee, as to which students will be awarded Rossmoor scholarships, which of those scholarships will be designated Rossmoor scholarships and which of the Rossmoor scholarship recipients will also receive add-on awards; once that determination is made, the Vice President of Scholarship Standards should send the list containing the forgoing information to the Corresponding Secretary who should promptly notify the recipients.

8. School Interview Teams

- a. Three or more Trustees will be assigned to each of eight schools:
Acalanes High School, Lafayette; College Park High School, Pleasant Hill; Concord High School, Concord; Diablo Valley College (DVC), Pleasant Hill; Las Lomas High School, Walnut Creek; Mount Diablo High School, Concord, Northgate High School, Walnut Creek; Ygnacio Valley High School, Concord.
- b. Interview protocol: the interview team should create a friendly and relaxed atmosphere, develop questions from the student's

application (particularly, the essays) asking for more detail or clarification, and use discretion regarding sensitive topics during the interview.

- c. Point scoring -- the interview teams should be provided copies of the application scoring guidelines sheet to be used in scoring the applicants,
 - i. in addition to specified points for GPA and SAR scores, the guidelines generally outline how points are given for interview performance, extracurricular activity, leadership and awards, community service, meritorious achievement, work experience, special considerations (such as the death of a parent, being a foster child, experiencing homelessness or illness) and other matters, i
 - ii. Following the interviews, the team should discuss each student's interview to reach a consensus on the student's score by category and total score, which information the school chair will provide to the Technology Chair, as indicated above.

H. Technology Committee

- 1. The Technology Committee provides technology leadership and support for the Trustees,
- 2. maintains the Google domain name/account rsf1965.org,
- 3. is responsible for Google Drive system (folder structure, groups, users, permissions) RSF1965, RSF1965s,
- 4. maintains these Gmail accounts:
 - a. admin@rsf1965.org
 - b. donor_admin@rsf1965.org
 - c. website@rsf1965.org
 - d. rossmoorscholarshipfund@gmail.com (retire in Dec 2022)
 - e. Passwords are found on a separate document
- 5. maintains documents in the AAA General Information folder,

6. is the lead tech contact and supports the Bloomerang donor management system,
7. is the lead tech contact and supports the Kaleidoscope scholarship application system,
8. is the lead tech contact and supports website WIX,
 - a. maintains the website with guidance from the Development Committee,
 - b. maintains domain name rossmoorscholarshipfoundation.org in WIX,
 - c. manages changing the link to the RSF website to rossmoorscholarship.org,
 - d. conducts weekly check of WIX Communications>Inbox,
9. generates the following documents, by Committee:
 - a. Scholarship Standards: support to develop scholarship application form, access to submitted scholarship applications and rollup document,
 - b. Corresponding Secretary: applicant contact information (address, phone, email) spreadsheet used to generate congratulatory/regret letters,
 - c. Award Reception: lists all awardees and supports Past Recipient folder,
 - d. Development: annual donor list spreadsheet in secure share drive, RSF1965s,
 - e. Past Scholarship Recipients Subcommittee: at end of awards cycle, places spreadsheet in the calendar year folder under Past Recipients with columns: name, high school or DVC, add-on/name award (if received) and email; if possible, phone number and address.

IV. Responsibilities of Subcommittees

- A. Employee/Child Scholarship Subcommittee of the Scholarship Committee
 1. The Subcommittee chooses the applicants who will be slated to receive the scholarships, subject to the approval of the Board of Trustees.
 2. The schedule of the Committee activities is generally as follows:
 - a. 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;

- b. November: hold information session for those interested in applying, put the online application live and students begin to apply;
- c. December: follow up with intended or partial applicants;
- d. 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;
- e. February: choose recipients and send to Technology Chair for inclusion in roll-up;
- f. March: Board votes to approve the nominated recipient and Corresponding Secretary notifies recipients; write article for *Rossmoor News* publicizing the recipient.

B. Friends of RSF Subcommittee of the Development Committee

- 1. Friends of RSF include past Trustees and scholarship recipients who have expressed an interest in volunteering as needed,
- 2. 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,
- 3. provides the Executive Board with a current list of Friends.

C. Past Scholarship Recipients Subcommittee of the Development Committee

- 1. 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:
- 2. 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,
- 3. emails students requesting an update on their college experience; sends thank you/congratulations emails to those who respond,
- 4. places each response in a Word document (with photos if provided) labeled with first and last name, high school and graduation date,

5. causes the responses to be uploaded to the Google Docs Shared Drive:
 - a. 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),
 - b. the documents should be labeled with first name, last name, high school and graduation year,
 - c. files in the Google Docs Shared Drive the miscellaneous thank you notes that RSF receives.

D. Waterford Scholarship Subcommittee of the Scholarship Standards Committee

1. Waterford scholarships are given each year to dedicated employees of the Waterford who seek to further their education and training.
2. 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.
3. 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.
4. 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.
5. 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
 6. 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.
 7. 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,
 8. 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,
 9. 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.

10. the Committee sends applicants letters of acceptance or rejection and sends donors thank you letters.

V. Changes to Procedures

- A. 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 to reflect any changes to the Procedures the Committee approves, and any other changes it decides to make, and will distribute the revised Procedures to the Trustees.
- B. 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.

3/30/23