

**NHA Scholarship Fund  
Operations Manual**

Table of Contents

Section I By-Laws/Articles of Incorporation

Section II Officer Duties

Section III Scholarship Fund Award Guidelines

Section IV Executive Committee Annual Calendar

Section V Accounting/Budgeting Process

Section VI Fund Raising Programs

## Section I

### By-Laws of the NHA Scholarship Fund

#### Article I

##### Name

This corporation shall be known as the NHA Scholarship Fund.

#### Article II

##### Objectives and Purposes

The objectives and purposes of the NHA Scholarship Fund are:

**Section 1.2.01:** To establish scholarships for members of the Naval (USN, USMC and USCG) helicopter community and their families to pursue their educational goals.

**Section 1.2.02:** To foster and perpetuate the Naval helicopter as a vehicle for:

(A) enhancing the prestige of the United States naval rotary wing community.

(B) promoting the use of vertical lift aircraft in the United States Navy, Marine Corps and Coast Guard.

**Section 1.2.03:** To receive, hold and administer scholarship donations received from persons, other organizations, corporations, foundations and philanthropies in support of the NHA Scholarship Fund programs.

#### Article III

##### Location

The primary headquarters of this corporation shall be located in the State of California.

#### Article IV

##### Memberships

**Section 1.4.01 Classes of Memberships:** The NHA Scholarship Fund will not have a membership program.

**Section 1.5.01 Board of Directors:** The affairs of the Fund shall be governed by the parent Naval Helicopter Association Board of Directors. The following Sections are germane:

**Section 1.5.02 Number of Directors and Tenure:** The Board shall consist of a Chairman and fifteen additional Directors. There will be six (6) At-Large Directors consisting of the Chairman and five (5) directors from the general membership. There will be ten (10) Regional Directors comprised of senior leadership (CAPT/CDR) from the active duty, rotary wing community representing the 5 geographical areas in the NHA. A nominating committee, appointed by the Board, will also nominate and appoint new Regional and at-large Directors at the annual meeting. The term of office shall be two years and shall commence on the first business day following approval of the board or when a turnover has been completed, whichever is later. The term shall end on the first business day following election of the new Director or two years hence from when successor's turnover has been affected.

**Section 1.5.03 Meetings of the Board of Directors:** There shall be an annual meeting of the Board of Directors in conjunction with the NHA annual Symposium. A semi-annual meeting shall be held if so desired by the Board of Directors. Additional meetings may be called by or at the request of the President of the Executive Committee or by the majority of the Board of Directors. Those persons authorized to call meetings of the Board may designate any place within or without the State of California.

**Section 1.5.04 Notice:** Notice of any meeting of the Board of Directors shall be given at least ten (10) days prior to the meeting date.

**Section 1.5.05 Quorum:** Nine members of the Board of Directors present at any lawfully convened meeting shall constitute a quorum for the transaction of business.

**Section 1.5.06 Vacancies:** Any vacancy on the Board of Directors will be filled by the Chairperson of the Board for Directors-At-Large and by the Region Officers for Regional Directors with the approval of the Chairman.

**Section 1.5.07 Compensation:** Directors as such shall not receive any compensation for their services, but by resolution of the Board, may be reimbursed for their expenses for attendance at special meetings or for performing special duties involving travel or expense outside of normal operations.

## **Article VI Scholarship Committees**

**Section 1.6.01 Executive Committee:** The Executive Committee shall consist of the Chairperson of the Board of Directors, the President, the Vice President(s), the Secretary and the Treasurer of the Fund. The Executive Committee shall, during intervals between the meetings of the Board of Directors, possess and may exercise all the powers of the Board of Directors in the management of the business affairs of the Fund, except as such matters which the Board has, by resolution, expressly reserved to it. The Executive Committee shall keep full and fair records and accounts of its proceedings and transactions. All actions by the Executive Committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors, provided that no rights of third persons shall be affected by any such revision or alteration.

**Section 1.6.02 Special Committees:** Special committees with limited authority may be established by resolution of the majority of the Board of Directors as such need for them arises.

## **Article VII Scholarship Advisory Board**

An Advisory Board may be established consisting of a finite number of persons determined by the Board of Directors whose goals and purposes are compatible with those expressed by the Scholarship Fund.

**Section 1.7.01 Selection of Advisory Board Members:** Members to the Advisory Board may be nominated by the President of the Scholarship Fund or the Chairperson of the Board of Directors and must be approved by the majority of the Board of Directors. Advisory Board memberships should include representation from all three services (USN, USMC and USCG) that the Fund serves.

**Section 1.7.02 Tenure:** Tenure of Advisory Board members is for two (2) years and may be extended at the conclusion of each term upon recommendation of the President of the Scholarship Fund and at the discretion of the majority of the Board of Directors.

**Section 1.7.03 Duties:** Duties of Advisory Board members shall be to promote the goals and purposes of the NHA Scholarship Fund and to advise the Fund on strategic planning especially in regards to the branch of service they represent.

## **Article VIII**

### **Officers of the NHA Scholarship Fund**

The Officers of the Fund shall be responsible for overall operation of the Fund and shall provide a status report annually on all operational phases and scholarships awarded to the Board of Directors.

**Section 1.8.01 Number and Term:** The Officers of the Fund shall consist of a President, one or more Vice Presidents (one of which may be designated Executive Vice President), a Secretary and a Treasurer. Such Officers shall initially be appointed by the incorporators and shall serve for a one (1) year term or until their successors are elected. Future Officers shall be nominated by the NHA Scholarship Fund Nominating Committee and approved by the Board of Directors.

**Section 1.8.02 Qualifications:** Qualifications for NHA Scholarship Fund Officers must include, but are not limited to an expressed desire to further the purpose of the Fund.

**Section 1.8.03 Removal:** Any Officer may be removed either with or without cause by the vote of a majority of the Board of Directors either at a lawfully convened meeting or by vote by mail.

**Section 1.8.04 Resignation:** Any Officer may resign at any time by giving written notice to the Board of Directors, the Chairperson, President or Secretary of the Fund. Any such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 1.8.05 Vacancies:** Vacancy in any office for any reason may be filled by the Executive Committee, subject to the approval of the Board of Directors.

**Section 1.8.06 Duties:** The Officers of the Fund shall perform the following basic duties. A more detailed list of duties will be outlined in the NHA Scholarship Fund Operations Manual.

**(A) President:** The President shall be the Chief Executive Officer of the Fund and shall have general supervision over the affairs of the Fund, subject to the approval by the Board of Directors. The President may sign and execute, in the name of the Fund, deeds, mortgages, bonds, contracts, or other instruments authorized by the Board of Directors. The President shall perform all duties incident to the office of the Chief Executive Officer of the Fund, and such additional duties as may be assigned by the Board of Directors.

**(B) Vice President(s):** At the request of the President, the Executive Vice President, Senior Vice President or the Vice President in the order designated by the Board of Directors, shall perform all the duties of the President and, when as acting, shall have all the authority and be subject to all the restrictions of the President. The Vice President(s) shall perform any other duties as directed by the President or Executive Committee.

**(C) Secretary:** The Secretary shall certify and keep at the principal office of the Fund, the original or copy of its bylaws as amended or otherwise altered to date; maintain and make available to Directors, Officers and members a book of minutes of all meetings of the Fund; ensure that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the records and of the seal of the Fund; see that the books, reports, statements and all other documents required by law are properly kept, exhibit at all reasonable times, upon application by any Director, the bylaws and minutes of the proceedings of the Fund and, in general, perform all duties incident to the office of the Secretary and any other duties as directed by the President or Executive Committee.

**(D) Treasurer:** The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Fund and deposit all such funds in the name of the Fund. The Treasurer shall keep and maintain adequate and correct accounts of the Fund's properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus and, upon request, exhibit the above to any Director during business hours at the office of the Fund where the records are kept. The Treasurer shall also render statements and reports as set forth in the Operations Manual and, in general, perform all duties incident to the office of Treasurer and any other duties as from time to time may be assigned by the President or Executive Committee.

#### **Article IX**

##### **Fund Staff**

An Administrative or Executive Director may be employed by the Fund when it is deemed necessary by the Executive Committee that one is needed. Other staff assistants may be added as the Fund's operations increase. A description of all staff duties and responsibilities shall be outlined in the Fund Operations Manual.

#### **Article X**

##### **Operations Manual**

The Scholarship Board of Officers shall have responsibility for developing a Fund Operations Manual which will outline all aspects of the Fund's operations and contain the following sections: Standing Committees and their duties and areas of responsibilities; Fund Officers and a detailed list of duties and responsibilities; Fund Staff and a detailed list of duties and responsibilities; a section delineating each scholarship program established by the Fund and a complete overview of the individual programs; an annual calendar of activities and a complete outline of the budget and accounting procedures. The Operations Manual may be added to or deleted from to ensure an accurate overview of all current operations on the recommendation of the Fund's Officers and approval of the Board of Directors.

#### **Article XI**

##### **Scholarship Investment Account**

**Section 1.11.01:** The NHA Scholarship Investment Account and all time deposits will be known as the NHA Scholarship Investment Account.

**Section 1.11.02:** The NHA Scholarship Fund shall designate an Investment Officer and establish an Investment Committee. The Investment Officer’s name will be published on the parent NHA and scholarship website and appear in each issue of Rotor Review Magazine.

**Section 1.11.03:** The objective of the NHA Scholarship Investment Account is to provide long term growth of capital through a diversified portfolio of common stock mutual fund investments from all over the world including the United States. The secondary and less significant objective is the growth of monthly and quarterly income. Income within the investment account is primarily through dividend yielding common stock; however, the NHA Scholarship Investment Account does not establish a minimum yield to be obtained.

**Section 1.11.04:** The NHA Scholarship Investment Account will always maintain a significant cash allocation invested in high yielding and guaranteed time deposits and money market instrument. The balance of cash to stock should be maintained on average between 15-25% cash and 75-85% stock. The amount of cash will vary and depends on various factors including market and economic conditions. At any time, the NHA Scholarship Investment Account can allocate as much as 100% into cash positions. The Fund relies on Investment Officer and Investment Committee’s professional judgment to make decisions and recommendations to the President of the Fund.

**Section 1.11.05:** To achieve the long term objectives of the NHA Scholarship Investment Account, oversight and investment methodology will assume a “buy and hold” strategy. Short term volatility will not deviate from long term investment goals. The NHA Investment Account will be actively monitored by the Investment Officer and Committee and report to the President when directed. A formal report will be presented to the President in the months leading up to the annual symposium.

## **Article XII**

### **Notices**

Whenever any notice is required to be given to any member or Director or Executive Committee member by Statute, or by these bylaws, whether of a meeting or for some other purpose, it may be given personally or sent to such Officer or Director by mail, email or other form of written communication or by publication in any national publication. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail in a sealed envelope. A Director or Officer may waive notice of such meeting and the attendance of that Officer or Director shall constitute a waiver except where attendance of that Director or Officer is for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

## **Article XIII**

### **Parliamentary Procedure**

Whenever the bylaws do not provide otherwise, Parliamentary Procedure in accordance with Robert’s Rules of Order shall be used to conduct all meetings of Officers and Board of Directors of the Fund.

## **Article XIV**

### **Indemnification**

All serving Directors, Officers or employees of the Fund shall not be held liable against all expenses and liabilities, including counsel fees, reasonably incurred, or imposed upon that party in connection with any proceeding to which that person becomes involved by reason of holding office or being employed by the Fund except in such cases wherein the Director, Officer or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his or her duties.

#### **Article XV**

##### **Dissolution**

Upon the winding up and dissolution of this Fund, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **Article XVI**

##### **Compensation**

No part of the net earnings of this corporation shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

#### **Article XVII**

##### **Activities**

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954.

#### **Article XVIII**

##### **Amendments**

Any of these bylaws may be altered, amended or repealed and new provisions or bylaws adopted at any lawfully convened meeting of the Board of Directors by majority vote.

## Section II

### Officer Duties

#### Article I

##### Board of Directors

The NHA Board of Directors shall oversee all Scholarship Fund operations. Annual budgets, fundraising events and programs and operating guidelines will be presented for their approval at the semi-annual meeting and the Board of Directors Meeting at the annual NHA Symposium. Any major changes in procedures must be approved by a quorum (9) vote of the Board of Directors.

#### Article II

##### Scholarship Fund Officers

**Section 2.2.01 President:** The President shall be the Chief Executive Officer of the Fund, subject to the approval of the Board of Directors, and shall:

- Supervise and control affairs of all committees.
- Coordinate all fundraising activities and programs.
- Coordinate annual scholarship goals.

**Section 2.2.02 Vice President/Operations:** The Vice President shall perform all the duties of the President in his/her absence and shall:

- Oversee the National Scholarship Selection Committee.
- Coordinate the Regional Selection Committee with the Regional Scholarship Chairman.
- Ensure day to day operations of the Fund are consistent with Bylaws and Operations Manual.

**Section 2.2.03 Vice President/Fundraising:** The Vice President for Fundraising shall

- Develop national and regional CFC campaigns.
- Develop special events within the regions.
- Oversee the corporate and retired mail-out campaigns.

**Section 2.2.04 Vice President/Scholarships:**

- Develop and modify, when needed, the scholarship application forms and promotional brochures.

**Section 2.2.05 CFC/Special Projects Officer:**

- Prepare and submit each year's application for the Combined Federal Campaign.
- Maintain three year look back at Awardees' home states to determine National CFC eligibility
- Track CFC distributions to determine best states for Local Area CFC participation

**Section 2.2.06 Executive Secretary:** The Secretary shall ensure that the original records of the Scholarship Fund are maintained at the principal office; ensure that all records, books, reports and statements required by law are properly kept and shall:

- Ensure minutes of all committee meetings are recorded.
- Prepare all appropriate correspondence per direction of the President and committee chairmen.
- Obtain and prepare paperwork, applications, etc., for scholarships and grants.



**Section 2.2.07 Treasurer:** The Treasurer shall have custody of and be responsible for all monies of the Fund and shall:

- Deposit funds as required.
- Keep and maintain adequate and correct accounts of all transactions.
- Render reports and accountings to the Directors and Officers as required.
- Ensure that all federal and state tax records are maintained.

### **Article III**

#### **Scholarship Advisory Board**

If established, the Scholarship Advisory Board will promote the goals and purposes of the NHA Scholarship Fund and advise the Fund on strategic planning especially in regards to the branch of service they represent.

### **Article IV**

#### **Regional Scholarship Chairpersons**

The Regional Scholarship Chairpersons shall be responsible for convening the annual regional boards, overseeing the regional scholarship selections and ensuring all required paperwork is forwarded to the National Scholarship Fund Office. Regional Chairpersons will also be responsible for coordinating regional scholarship activities and fundraising events.

### Section III

#### NHA Scholarship Fund Award Guidelines

##### Article I General Information

**Section 3.1.01 Scholarships:** The number and award level of each scholarship will be determined by the Executive Scholarship Committee each year. A minimum of two scholarships will be awarded to each of NHA's six Regions for undergraduate studies and one or more scholarships for graduate studies annually. Scholarship numbers and award levels are subject to change with sponsorship. For endowed/perpetual scholarships, yearly awards shall not exceed more than five (5) percent of the endowment annually. Current Scholarships available:

NHA	CORPORATE	MEMORIALS
Regional Presidents Scholarship (6)	Sikorsky Aircraft	*Ream Family
NHA Graduate Scholarship	Lockheed Martin	Charles Kaman
NHA Active Duty Scholarship (4)	*L-3/DP Associates/ Northrup Grumman	Captain Mark Starr CDR Mort McCarthy
	*Raytheon	

\*Endowed/perpetual scholarships

**Section 3.1.02 Eligibility:** To be eligible for a NHA Scholarship an individual must be a prospective or current high school graduate, high school equivalent, or college undergraduate/graduate student and:

(A) a natural/step/adopted son or daughter, or grandchild of an active duty, former or retired Navy, Marine Corps, or Coast Guard **rotary wing** aviator, aircrewman or maintenance/support personnel, or

(B) a spouse of an active duty or former Navy, Marine Corps or Coast Guard **rotary wing** aviator, aircrewman or maintenance/support personnel, or

(C) an active duty or former Navy, Marine Corps or Coast Guard **rotary wing** aviator, aircrewman or maintenance/support personnel.

**Section 3.1.03 Awards Process:** Applications must be **completed online** on the Scholarship Fund website at [www.nhascholarshipfund.org](http://www.nhascholarshipfund.org). Required documentation (official transcripts, letters of recommendation and proof of eligibility) **must be mailed separately** to the National Scholarship Fund Office. For further information/instructions see the "How do I Apply" link on the Scholarship Fund website.

**Section 3.1.04 Deadlines:** The application cycle begins **September 1<sup>st</sup> and ends January 31<sup>st</sup>**. The online application portion must be completed and all required documentation submitted by the January 31<sup>st</sup> deadline. **Award recipients will be chosen no later than the date of that year's annual NHA Symposium.**

**Section 3.1.05 Scholarship Payments:** The National Scholarship Fund Office will distribute awards payments **upon receipt of a college letter of acceptance or verification of enrollment** and a current photograph from the recipient.

## Article II Selection Process

**Section 3.2.01 Regional Designations:** Each of NHA's six (6) Regions will be assigned a number of states within their geographical area. Applications from those states will be initially screened by the Region controlling that applicant's home state. A state's Regional designation is geographical and not necessarily the same as the parent NHA's Regional area of responsibility.

### **Section 3.2.02 Selection Committee:**

**(A) Regional:** A Regional selection committee will be established each scholarship cycle and will conduct the initial screening of applications from their Regions. This committee will select their top 5 undergraduate candidates, rank order their graduate candidates and forward those names to the National Scholarship Fund Office for final determination. When directed by the National committee, the Regions may also be required to screen applications from active duty personnel and forward the names of their top 5 candidates to National headquarters.

(1) Regions should have at least 6 members on their selection committee and can include both active duty and retired personnel.

(2) The preferred method of selection would be a numerical rating system. A rating of 1,2,3, etc. by each member of the selection committee and low scores would determine the winners. Selection criteria should include, at a minimum, applicants' transcripts, letter(s) of recommendation, personal statements and extra-curricular activities/community service.

### **(B) National:**

(1) Organization of the Executive Selection Committee will be similar to the Regions' and will include, at a minimum, all available national officers of the NHA Scholarship Fund.

(2) The Executive Committee will award the Regional Presidents scholarship to the top 2 eligible candidates selected by each Region.

- The remaining applicants selected by their Regions will compete for any remaining scholarships available.
- Those selections as well as selection for graduate scholarships will be made at the National level.
- National will select active duty scholarship winners but may defer initial selection to the Regions if the pool of applicants is too large.

**(C) Conflict of Interest:** In the event that a candidate applying for a scholarship has a personal relationship of any type (relative, friend, personal or business associate) with any member of the Regional or National scholarship selection committee, that selection committee member must:

(1) submit, in writing, notification of the relationship to all members of the selection committee, and

(2) must excuse himself/herself from all discussion related to candidate and his/her application for a scholarship, as appropriate, and

(3) must refrain from voting associated with said candidate. This conflict of interest statement also applies to voting on any Scholarship Fund decision that could benefit or perceive to benefit a voting member or his/her family.

### **(D) Regional Selection Timeline/Milestones**

**September:** Online application period opens.

- Regions assign a point of contact to work with National's scholarship committee.
- Reach out to Wing Commanders (Command Master Chief and Ombudsman), Marine Air Group Commanders and Coast Guard activities, Base CO's and Navy Campus in your Region.
- Regions touch base with the retired scholarship representative in their Region.

**January:** Regions establish Scholarship Selection Committee using guideline in Bylaws/Ops Manual (on website). Review Regional applicants data base to determine scope of selection workload. Regional committee review website "How do I Apply" link for terminal guidance.

**February 15:** Application database released to Regions. Regions initially screen data base to ensure:

- Applicants have selected the correct Region based on home address.
- Separate graduate applications from undergraduate applications.
- Ensure active duty applications are not mixed in with dependent applications. Normally, this is done automatically with all active duty applications showing up in last pages of the database. Notify National office if you find any applications in the wrong section.
- Regions have complete discretion in contacting any applicant that has missing data or documents.

**March:** Convene selection committee.

Select top 5 undergraduate candidates and rank order any graduate candidates. If there are a large number of active duty applications, National Office may ask you to select top three graduate and undergraduate active duty applicants.

National's scholarship committee generally looks at 4 different areas: Transcripts, Personal Statement, Letter(s) of recommendation and extracurricular/community service activities in their deliberations with bonus points awarded at discretion of reviewer.

**April 1:** Send selection list to National office. Executive Selection Committee will match Regional selections with scholarships and select the top graduate applicant (s). The top two applicants in each Region are guaranteed a scholarship with the remaining applicants competing for those remaining scholarships available.

**May:** Awardees announced at annual NHA Symposium.

**June:** National mails checks to awardees pending receipt of college acceptance letter and picture. Regional presidents and/or corporate sponsors may elect to stage photo session with awardees for publication in Rotor Review magazine.

(E) National Selection Committee **Timeline/Milestones**

**September:** Notify Regions that application process is now open. Provide additional guidance on expected timeline and Regional responsibilities. Notify, preferably through email, Helicopter Wing Commanders, Marine Air Groups, Base CO's, Navy Campus and ATC Mobile that online application process is open.

**January:** Request point of contact from each Region. Determine number/award level of scholarships available for the cycle. Make initial contact with past corporate contributors and prepare invoices for those participating. Initially screen application database to determine scope of workload. Update Regions on progress. Start scanning scholarship documentation received into application database.

**February:** Complete scanning application documentation into database. Purge incomplete applications from database. Officially turn over application database to Regions for initial screening/selection. National may direct Regions to screen active duty applications and rank order if pool of applicants is too large.

**April:** Establish/convene Executive Scholarship Committee. Select scholarship awardees from Regional recommendations and match up awardees with available scholarships. If active duty applications were not released to the Regions for initial screening, make those selections.

**May:** Announce scholarship winners at annual NHA Symposium. This typically occurs at the Awards Luncheon. **(2020 – 31 May)**

**June:** **Mail checks to awardees** upon receipt of college acceptance letter or verification of enrolment and photograph. Provide Regions with lessons learned and solicit their comments/recommendation on how to improve process. Provide letter of thanks to major corporate/individual donors.

### **Article III Confidentiality**

Applicant names, records and other personal information will be treated with confidentiality. All information, discussions and decisions are to remain within the Committee.

### **Article IV Regional Area Designations**

In order to maintain a competitive population balance the following states are assigned to the Region indicated.

NOTE THAT NHA SCHOLARSHIP REGIONS ARE NOT NECESSARILY THE SAME AS THOSE OF THE PARENT NHA REGIONS. THIS IS ESPECIALLY TRUE OF **FLORIDA, ALL OF WHICH IS IN SCHOLARSHIP REGION 3.**

**Region 1:** Alaska • Arizona • California • Colorado • Idaho • Montana • Nevada • New Mexico • Oregon • Utah • Washington • Wyoming

**Region 2:** Connecticut • Delaware • Maine • Maryland • Massachusetts • New Hampshire • New Jersey • Rhode Island • Vermont • Washington DC • Armed Forces Atlantic (Europe / Med)

**Region 3:** Alabama • Florida • Georgia • Kentucky • Mississippi • North Carolina • South Carolina • Tennessee

**Region 4:** Illinois • Indiana • Michigan • New York • Ohio • Pennsylvania • Virginia • West Virginia • Wisconsin

**Region 5:** Arkansas • Iowa • Kansas • Louisiana • Minnesota • Missouri • Nebraska • North Dakota • Oklahoma • South Dakota • Texas • Armed Forces Americas (Caribbean Islands, South America)

**Region 6:** Hawaii • Guam • Japan • Armed Forces Pacific (WESTPAC/RIMPAC)

## Section IV

### Executive Committee Annual Calendar

January	End Scholarship application cycle; complete CFC Application(s); close out financial records; ID Regional scholarship POCs; begin scanning scholarship application documents; solicit Corporate donations.
February	Tax paperwork to CPA; Rotor Review Article due; purge database of ineligible/incomplete applications; scan remaining application documents. February 15: Release Scholarship Database to Regions.
March	Designate National Office Scholarship Selection Team. Identify NHA Symposium fundraising plan.
April	Regional selections due to National; convene Executive Scholarship Committee, select awardees; prepare brief for BOD.
May	Brief BOD; announce Scholarship winners.
June	Issue scholarship checks; send scholarship cycle lessons learned to Regions.
July/August	Prepare Annual Budget/Fundraising plan for next cycle. Update website and application questions bank as necessary.
September	Online Scholarship application process begins; prepare midterm brief for BOD; provide CFC guidance to Regions.
October	Brief BOD at Gulf Coast fly-in.
November	CFC email to Regions. Continue Fundraising planning
December	Email to Regions on status/progress of Online Application "Q" and issues affecting it.

## Section V

### Accounting/Budgeting Process

#### Article I Budgets

Monies received annually by the Scholarship Fund will be regulated by a series of financial budgets prepared by the Treasurer, approved by the President and submitted to the Chairman of Board of Directors for approval.

**Section 5.1.01 Annual Projected Scholarship Budget:** This budget will be used to provide funds for the 6 Regional President's \$2000 scholarships awarded each year for undergraduate studies. It will also be used to fund one or more scholarships in the amount of \$3000 for graduate level studies for a minimal outlay of \$15000 annually. Funding will initially come from contributions from outside sources and will include designated funds and a percentage of undesignated money. It is anticipated that once established, yearly awards will be funded primarily through income derived from interest bearing accounts, individual and corporate donations. Deadline for submission of the budget to the Scholarship President will be 1 April. The deadline for submission to the Board of Directors will be the date of the annual NHA Symposium (usually in May).

**Section 5.1.02 Annual Projected Operating Budget:** This budget is designed primarily to support the fundraising expenses associated with the scholarship awards, administrative salaries, real property expenditures and general and administrative costs. Funding will come primarily from outside contributions. Administrative costs should not exceed **10 %** unless a major marketing effort is underway and only when approved by the Scholarship President.

#### Article II Accounting

**Section 5.2.01 Taxes:** The Scholarship Fund accountant will prepare an end-of-the-year annual audit and file State and Federal annual income tax returns.

**Section 5.2.02 In-House Accounting:** In-house accounting is done using the Quickbooks software program. This includes recording all income and expense transactions for both the Scholarship and Operating accounts, listing all checks written and deposits made by accounting code. The program includes the data information from which the annual audit is derived. Financial readouts include: Trial Balance, Income Statement, Balance Sheet, General Ledger and Historical Ledgers.



## **Section VI**

### **Fund Raising Programs**

#### **Article I**

#### **Combined Federal Campaign (CFC)**

The near term goal is to be listed in each Region's Local Area CFC Campaign to include San Diego, Washington DC, Norfolk, Jacksonville, Pensacola/Milton and overseas areas where there are naval (USN, USMC and USCG) helicopter concentration areas. Attention should also be given to Local Areas adjacent to those above especially if they are large population areas. Eligibility to participate at the National level should be reviewed at the end of each scholarship cycle to determine whether the Fund can meet national CFC, 3 year eligibility requirements.

#### **Article II**

#### **Regional Events**

Each Region is encouraged to have at least one major fundraiser per year with the Scholarship Fund as the recipient of the proceeds. Golf tournaments seem to be the most popular event. Local corporate sponsorship and/or prizes can help defray costs and increase proceeds.

#### **Article III**

#### **Planned/Deferred Giving**

Fundraising strategies can take many forms for both the Regions and National office. Our best form of advertising is spreading the word that the Fund serves those who are members of the naval rotary wing community. The single most untapped resource in the community is our retired population. The Fund's Investment Officer can provide strategies on estate planning that can benefit the Fund and the donor in a number of ways. The Fund's quarterly article in Rotor Review should highlight those strategies as should the Fund's website.

#### **Article IV**

#### **Corporate Donations/Scholarships**

Every effort should be made to encourage corporations supporting naval rotary wing to contribute or set up a scholarship in their name. A corporate named scholarship can be set up by a one-time endowment or a yearly/multi-year contribution.