

**Sacramento City Council Beta Sigma Phi
The Mabel Saslow Educational Fund
Guidelines (Revised July 2017)**

Chairman

- 1. The Mabel Saslow Educational Fund Committee is a Standing Committee of Sacramento City Council.**
- 2. The Sacramento City Council President appoints TMSEF Chairman.**
- 3. The SCC Executive Board must approve the selection of a Chairman for TMSEF.**
- 4. The TMSEF Chairman shall select a Co-Chairman.**
- 5. The Chairman is to report at each SCC meeting.**
- 6. Annually, the Chairman shall distribute copies of the current TMSEF Guidelines to all SCC chapters at the March SCC meeting. The chapters may report suggested changes or comments to the Chairman prior to TMSEF Committee's review meeting. The Chairman may cancel the review meeting if there are no chapters or committee members submitting suggested changes or comments.**
- 7. TMSEF Committee shall handle all actions pertaining to the chapter(s)'s responses.**
- 8. The Chairman will be acting Treasurer.**
- 9. The Chairman/Treasurer may continue the use of the existing bank account, or at her discretion, she may open a new bank account for TMSEF. The Co-Chairman will be the second signer on the bank account.**
- 10. A minimum amount of \$2,000.00 is to remain in TMSEF account after the awarding of the scholarship(s). The minimum amount can be changed with the full consent of the Committee.**
- 11. Enough funds should remain in the account to be in compliance with bank requirements.**
- 12. No donated funds are to be used for administrative purposes.**

Committee

- 1. The Committee shall be composed of a minimum number of members selected by the Chairman consisting of three (3) members and one (1) alternate.**
- 2. If possible, each degree shall have no more than one (1) member on the committee.**
- 3. TMSEF Committee is responsible for advising the chapters on the raising of funds for scholarships.**
- 4. Each year two (2) notices will be given to the chapters of dates, application forms, and qualifications of the applicants.**
- 5. The Committee will set the deadline of April 1 for receipt of applications by the Chairman.**
- 6. The Chairman will retain the applications, after review, for two (2) years and keep a running list of all scholarship recipients.**
- 7. The Chairman, or person designated by the Committee, presents the award(s) at Founder's Day.**
- 8. The Committee is to suggest names to the SCC President and Executive Board for the position of Chairman for the following year.**
- 9. The SCC budget will provide for administrative funds for TMSEF Committee.**

Applicant(s)/Recipient(s)

- 1. Applicants must be active members of SCC or their children, grandchildren, great-grandchildren, or children of members who are their legal guardians. Preference is to be given to SCC members**
- 2. Applicants must be registered or are to be registered at an accredited college, university, or career program with a minimum of twelve (12) units or the equivalent of “full-time” status. Should an applicant be carrying less than twelve (12) units, the committee shall take this into consideration.**
- 3. Applicants are to include a copy of their most recent transcripts with the application.**
- 4. A recipient may be granted a maximum of two (2) awards per lifetime. Each award must be granted in different academic years.**
- 5. The awards are to be granted only when there are eligible applicants. If there are no eligible applicants, then the funds will be held over for the next year. The number of recipients and the amount of the award shall be based on the funds available. The committee shall determine the amount of the award.**
- 6. The recipients are to be invited to attend the Founder’s Day celebration as guests of SCC. A representative of the recipient may accept the scholarship in his/her absence and will be advised of the event cost.**
- 7. Awards are to be granted based on financial need and scholarship.**
- 8. Awards may be sent directly to the recipient upon confirmation of paid registration fees.**

Receiving TMSEF Donations

- 1. The Chairman/Treasurer is to keep a running record of donors to TMSEF.**
- 2. Checks to TMSEF are to be made payable to “Sacramento City Council Beta Sigma Phi” and sent to the Chairman/Treasurer.**
- 3. “Thank you” notes are to be sent to the donors and their names published in the *Torchette*. All donations are to be acknowledged by suitable correspondence for the occasion to the honoree, unless otherwise indicated by the donor.**

Audit

- 1. A financial audit is to be made of TMSEF each year before the June SCC meeting. The Chairman shall appoint at least two (2) committee members and one (1) additional SCC member to audit the account.**