

**Operations Worksheet 31 – Scholarship Committee**  
(Formerly Special Project Committee – Reviewed/Revised March 2013)

The Scholarship Committee Chairman is a member of the Executive Committee (EC) and attends meetings of that committee, which normally take place on the first Monday of each month. The chair's primary responsibility is to monitor the status of the MOAA-administered St Petersburg Area Chapter Designated Scholarships and provide recommendations to the EC on how to maintain or regain the approved funding level to complete any Designated Scholarships.

1. Background: The St Petersburg Area Chapter (SPA-MOAA) many years ago decided to forgo a chapter-specific scholarship in favor of a MOAA-administered scholarship. To that end, SPA-MOAA contracted with MOAA to fund a \$25,000 Designated Scholarship through contributions of \$5,000 a year for 5 years. As a result of the generosity of the chapter membership, SPA-MOAA paid the first Designated Scholarship off in 4 years. Subsequently, the EC approved the creation of a second designated scholarship fund, The St Petersburg Area Chapter Designated Scholarship Fund II, which, as of the writing of this worksheet, is well along the path to being fully funded.
2. Duties of the Scholarship Chair include, but are not limited to, the following:
  - a. Coordinate with the MOAA Scholarship department on a frequent basis, to monitor the status of the St Petersburg Area Chapter Designed Scholarship Fund to determine the funding level and whether or not SPA-MOAA is meeting its commitment of \$5,000 a year to fund the current scholarship.
  - b. Coordinate with the MOAA Scholarship department least quarterly to obtain a listing of SPA-MOAA members who might have contributed scholarship donations directly to MOAA (so that SPA-MOAA might recognize them in the monthly newsletter) and provide that listing to the SPA-MOAA Database Manager.
  - c. Report the status of the current scholarship fund to the EC, along with any recommendations on how to catch up, if needed, or whether to fully fund early and begin a subsequent scholarship.
  - d. Coordinate with the chapter Database Manager to ascertain the contributions amounts.
  - e. Work with the chapter Database Manager to send out contribution acknowledgement letters at the beginning of each calendar year (to satisfy IRS requirements).
  - f. Obtain a listing of names of scholars awarded funding under the St Petersburg Area Chapter Designated Scholarship Fund I and II (and subsequent, if so funded by the EC).
    - o Send an invitation through the most viable means to these scholars inviting them to a monthly luncheon to meet the membership (the meal should be funded by SPA-MOAA).
  - g. Provide a yearly (more frequent, if able) accounting and status of the St Petersburg Area Chapter Designated Scholarship Fund to the membership through an article in the SPA-MOAA newsletter.
  - h. Be an advocate for the MOAA Scholarship Fund.