

POSITION: FINANCIAL AID COMMITTEE
(SCHOLARSHIP COMMITTEE)

APPOINTED AT: Spring Quarterly Meetings & May Steering Comm. Mtg.

APPOINTED BY: Each Quarterly Meeting Ministry & Oversight Committee appoints one of its members to serve on the this Committee

These two Ministry & Oversight members appoint the person from a Worship Group, choosing someone who will widen the committee's geographical representation

TERM: Ad hoc committee

Starts functioning soon after registration forms go out in May and is available at or during Annual Session

MEMBERS:

- 1 member of PNW Quarterly Meeting Ministry & Oversight
- 1 member of Willamette Quarterly Meeting M&O
- 1 member of MGOF Quarterly Meeting M&O
- 1 person actively involved in a Worship Group
- Treasurer, or Assistant Treasurer (convenor)

REPORTS TO: Steering Committee

WORKS PRIMARILY WITH: Registrar, Treasurer and Monthly Meetings

DEFINITION: Handle requests for use of Annual Session Financial Aid Fund in accordance with Financial Aid Guidelines (see next page).

The total amount of financial aid allocated by the Committee cannot exceed the amount of the funds received.

TASKS & TIMELINE:

The convenor sends written information to Committee members.

The convenor arranges at least one telephone conference call, prior to the Annual Session, to make decisions.

The Committee meets at the Annual Session.

The convenor is responsible for:

1. being aware of the financial aid funds available, and
2. obtaining financial aid requests from the Registrar.

EVALUATION: Prepares a report/evaluation for the Financial Aid Committee files. Sends a copy to the General Arrangements Clerk on, or before, September 21. This report should include information useful to next year's Financial Aid Committee (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from previous Financial Aid Committee, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).

Return file to General Arrangements Clerk BEFORE August 21.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for these responsibilities. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

OTHER INFORMATION: Quarterly meeting M&O Clerks need to inform Treasurer of appointee's name, promptly.

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FINANCIAL AID GUIDELINES (SC min 3-84):

1. Anyone needing financial aid for attendance at AS should contact their WS, PM or MM indicating the amount of help they (individual or family) will need. This should be done as early as possible, so that the WG, PM, or MM has time to estimate the total amount needed & to plan for fundraising activities &/or additional contributions.

PMS & WGs under the care of a MM who estimate they will not be able to raise total amount needed should send the financial aid request to their MM for consideration. If the MM cannot meet the need, the MM will send the request on to Financial Aid Comm. and notify the PM, or WG, of their action.

2. Everyone will be expected to pay some part of their fees even if it is a token amount. Everyone would have basic living & eating expenses if they were not at the AS, and these contributions would greatly help our budget. (Exception - positions which have fee waivers.)

3. Members of a family, in which one individual receives a fee waiver, should request financial aid through the regular channel if they are in need.

4. It is recognized that there may be some individuals for whom requesting financial aid through a WG or Meeting is not feasible. This will be provided for by the following statement in the Registration form: "If for any reason requests to these Meetings are not appropriate, make a note to that effect on your registration form and it will be referred to the AS Financial Aid Comm."

FINANCIAL RESOURCES:

5. People will be encouraged to contribute to their MM, PM, or WG to assist people to attend the AS. Any contributions made to the AS for this purpose will be put in the AS Financial Aid Fund and will be used to cover requests made by WGs, PMs, or MMs which are unable to respond to all the requests which they receive.

AS = Annual Session, MM = Monthly Meeting, PM = Preparatory Meeting,
WG = Worship Group