

FLORIDA KIWANIS FOUNDATION
POLICY and PROCEDURE MANUAL

SECTION 5	STANDING COMMITTEES	1.1
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DUTIES AND RESPONSIBILITIES

1.0 SCOPE

This procedure describes the responsibilities of the Standing Committees

2.0 RESPONSIBILITY

It is the responsibility of the Foundation Officers to adhere to this procedure

3.0 PROCEDURE

3.1 All committee members shall be selected and appointed by the President and approved by the Board unless otherwise stipulated in the Bylaws of the Foundation. Such appointments shall be made at the annual meeting of the Board at the District Convention. The chair and members of all committees shall serve for one (1) year beginning on the first day of the administrative year following their appointment and approval by the Board. The President may appoint additional members to committees during the administrative year, according to any restrictions in the Bylaws. All committee appointments shall expire on the last day of the administrative year unless otherwise provided for in the Bylaws or the Florida Kiwanis Policy and Procedure Manual. In the event of a vacancy in the chair of any committee the President-Elect shall serve as interim chair until a new chair can be appointed by the President and approved by the Board, unless otherwise provided for in the Bylaws or the Florida Kiwanis Policy and Procedure Manual. Nothing in this policy shall preclude nor prevent the selection and appointment to membership of any committee, individuals who are not members of the Board of Trustees, members of the Foundation or Kiwanians, unless otherwise stipulated in the Bylaws or Florida Kiwanis Policy and Procedure Manual.

4.0 EXECUTIVE COMMITTEE

4.1 The Bylaws of the Foundation provides that the Board shall create an Executive Committee to consider and act upon emergency matters in the interim between meetings of the Board or other matters specifically authorized by the Board.

4.2 The existence and authority of the Committee shall cease at the end of the administrative year in which it was created;

4.3 When created, the Committee shall consist of the President, the Immediate Past

President, the President-Elect, the Vice President, the Secretary, the Treasurer, a Trustee-at-Large and three (3) Trustees. The Board shall select the Trustee-at-Large and the three (3) Trustees at the time of the creation of said Committee. If a vacancy is created the Committee will continue with the remaining members until the next meeting of the Board where a replacement may be appointed;

- 4.4 The President shall be the chair of the committee;
- 4.5 For a matter to be considered an emergency, it must have an affirmative vote of a majority of the members of the Committee;
- 4.6 The Secretary shall transmit to the Board a report of the proceedings of any meeting within ten (10) business days of such meeting;
- 4.7 Any action taken by the Committee shall be placed on the agenda of the next duly called meeting of the Board for a report, consideration and/or ratification of such action as may be appropriate.

5.0 NOMINATING COMMITTEE

- 5.1 The Committee shall be responsible for submitting a slate of officers to be elected for the ensuing administrative year at a meeting of the Board held in February or March of each year;
- 5.2 The Committee shall be responsible for recommending to the Board members of the Audit Committee as stipulated in the Bylaws and the Policies and Procedures concerning the Audit Committee;
- 5.3 The Committee shall consist of the President-Elect, the Vice President, one (1) **ex-officio** Trustee and two (2) Trustees;
- 5.4 The Chair shall be elected by the members of the Committee.

6.0 GRANTS COMMITTEE

- 6.1 The Committee shall review grant applications and make recommendations to the Board for approval according to the following Grants Committee Guidelines established by the Board:
 - a. Grants are awarded to a Florida Kiwanis club or division by use of the official application form that is provided by division trustees. A club or division may be eligible for an award of a grant only once in a five year period.
 - b. Grants are awarded by the Board of Trustees of the Foundation at their regular meetings, normally in two cycles each year (mid-year in the Winter and during the Florida District Convention in late summer). Deadlines for receipt of applications by the Foundation Office are December 31st for the Winter Cycle and June 30th for

the Summer Cycle. All applications are reviewed by the Grants Committee in advance, with recommendations for action by the full Board at its meeting.

c. Grant application forms may be secured from division trustees, who should review the completed application with the club or division contact person to ensure that the application conforms to these guidelines. After securing endorsement of the application from the division lieutenant governor, the contact person provides the completed application to the division trustee, who in turn endorses and submits the application to the Foundation Office for distribution to the Grants Committee and subsequent action by the Board of Trustees.

d. Grants should be used to assist a Florida Kiwanis Club or Division with a project that contributes to the achievement of the Objects of Kiwanis International, specifically, a project that enhances the lives of young children and youth in their community, in accordance with the mission of the Florida Kiwanis Foundation.

e. Grants should be made for capital and equipment items, defined as items that are relatively permanent that will be in place and in use for three to ten years. Grants normally are not awarded for items that are expendable after a one-time use, included, but not limited to, administrative supplies.

f. Grants normally are made in amounts not to exceed ten thousand dollars because of limited Foundation resources. The amount of the grants should not be more than the combined money and in-kind contributions made by the club or division or more than one-half of the total budget of the project.

g. Grants are intended to supplement funds and other resources to be secured by the applying club or division, which is expected to provide matching funds or in-kind contributions to complete the project. The support provided by the club or division should be substantial, in the judgment of the Board of Trustees, in relation to the capabilities of the club or division and to the total budget of the project, so as to commit them to the project. All funds and in kind contributions must be included in the total budget for the project.

h. Grants should be made to initiate a project, including a major change, addition, or renovation to a project. Funds to sustain the functioning of a project on an on-going basis must be provided by a club or division.

i. Preference in awarding grants is given by the Board of Trustees to projects that involve substantial participation of the club or division's members in the formation, development, construction, repair, or refurbishment of the project. Members of Kiwanis and its sponsored your organizations should be visible in their communities as they carry out their projects.

j. These Guidelines assist the Board of Trustees and its Grant Committee to make informed decisions about the best use of Foundation funds to support clubs and divisions with worthy projects. Each grant application is considered on its individual merits, in the best judgment of the Foundation officers and trustees, in the best interests of the applying club or division, and principally within the mission of the Florida Kiwanis Foundation.

k. An important consideration for the Board of Trustees in the award of club/division grants is the extent to which applying clubs/divisions and their individual members have a recent record of support of the Foundation giving programs, especially those programs that assist in funding the club/division grants. Accordingly,

preference in awarding club/division grants will be given to those clubs/divisions and their individual members who have a strong record of making the Annual Support Contribution, Caring Corner support gifts, Sustaining Memberships, Memorial Gifts, and Ralph Davis Fellow recognitions.

- 6.2 The procedures to follow upon the awarding of a grant are as follows:
- a. Upon award of a grant by the Board of Trustees, a Kiwanis club or division should request the approved funds from the Division Trustee when the club or division is ready to start the project and spend the funds. Funds should be applied for in the current fiscal year.
 - b. The Division Trustee will request the approved funds from the Secretary and, upon receipt of the funds, shall present the grant award to the receiving club or division at the start of the project.
 - c. The receiving club or division shall expend the grant funds on the project for which the grant was approved within six months of the date of issuance of the funds.
 - d. The Division Trustee and Lieutenant Governor shall confirm to the Board of Trustees in writing that the grant funds were used for the project for which the grant award was approved.
 - e. The Division Trustee shall make reasonable efforts to have the receiving club or division obtain media publicity in the local community that will benefit from the project for which the grant award was approved.
 - f. A club that submits an application for grant funds shall have made its annual support contribution to the Florida Kiwanis Foundation at the date of the application in order to be considered for a grant award.
 - g. A club or the clubs in the division shall maintain liability insurance on the project for which the grant award was approved, so as to indemnify the Florida Kiwanis Foundation.
 - h. The Florida Kiwanis Foundation shall be named and given appropriate credit for its participation in the funding of the project for which the grant award was approved.
 - i. A club or division that receives a grant award shall provide a written report to the Board of Trustees within twelve months of the issuance of the award on the status and impact on the local community of the project for which the grant award was approved.
 - j. A grant award made to a club or division shall further the goals and ideals of Kiwanis, as well as promote the growth and development of Kiwanis in the local community.
 - k. The decisions of the Board of Trustees of the Florida Kiwanis Foundation shall be final regarding consideration of grant applications and issuance of grant awards.
- 6.3 The Vice President shall be the Chair. The Committee shall consist of three (3) or more additional members.

7.1 The Committee shall review the books, accounts and records of the Foundation. The Chair shall report to the Board their findings and analysis of the Foundation's financial position. Their review shall be a tool used as the basis for their preparation of the following administrative year's budgets. The budget shall be presented to the Board for discussion, modification if necessary and approval at the annual meeting of the Board;

7.2 Annually the Committee shall recommend to the Board their selection(s) of a CPA to perform an independent audit of the Foundation. The Board shall select and approve the CPA to perform the Audit;

7.3 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more additional members recommended by the Chair and approved by the President. The membership of the Committee shall include the Treasurer and the Secretary, neither of whom shall serve as the Chair.

8.0 AUDITCOMMITTEE

8.1 OVERVIEW

- 1) The Florida Kiwanis Foundation is a legal entity and one of its responsibilities is to conduct an annual external audit. The Board adopted a prudent policy in 2005-2006 with the formation of the Audit Committee as described in its By Laws.
- 2) The Audit Committee is appointed by the Board of Trustees. The purpose of the Committee is to assist the Board in the oversight of the:
- 3) Integrity of the financial statements of the Foundation;
- 4) Qualifications and independence of the Foundation's independent auditors;
- 5) Performance of the Foundation's independent auditors and internal audit function;
- 6) Processes by which the Foundation's management assesses and manages risk and;
- 7) The Foundation's compliance with legal and regulatory requirements.
- 8) The responsibilities and duties of the Audit Committee as it relates to the external audit are to provide strong oversight and provide stewardship reporting for the communities served.
- 9) One of the challenges for the Audit Committee in the future is to develop a structure that will enable the Board to focus on mission-related service delivery and community development. This would involve a new Audit Committee model and will require collaboration and planning of the Foundation Secretary and current Foundation Audit and Finance Committees.

- 10) In anticipation of these changes the Foundation Board should consider the invaluable talent that exists within the current structure with the hopes that these individuals will participate in the new process.
- 11) The following is a proposed tool to assist in establishing and supporting a fully functioning Audit Committee as delegated by the Foundation Board. They include:
- 12) Position description to select members for this critical committee;
- 13) Shared responsibility guidance to clarify roles and responsibilities;
- 14) Due diligence questions for external auditors and management
- 15) To be determined.

8.2 POSITION DESCRIPTION FOR DELEGATED AUDIT COMMITTEE MEMBER

PURPOSE: The Audit Committee is charged with matters related to:

- a) The financial statements of the Foundation and other official financial information provide to the public;
- b) The systems of internal controls, including overseeing the Foundation's management compliance with applicable Board policies and procedures and business risk management;
- c) The annual independent audit process, including the recommended engagement of and receiving of all reports from the independent certified public accountants
- d) The Audit Committee shall have such other authority and perform such other duties as may be delegated to it by the Board

NUMBER OF MEMBERS:

Three to seven members, including a Chair to allow for a balance of points of view and effective use of the member's time.

Not eligible: Board Treasurer; Chair of Finance Committee, Chair of Financial development Committee, Chair of Investment Committee, Secretary, Executive Officers. These individuals may, depending on topics of discussion, be asked to participate in meetings of the Audit Committee and provide input.

APPOINTED BY:

Nominating Committee and approved by Board of Trustees

TERM OF SERVICE:

Annual confirmation. There is no term limit but three years term is recommended

QUALIFICATIONS:

A clear understanding of the mission objectives of the Foundation;

Financial literacy/expertise (at a minimum, the ability to read and understand financial statements);

A commitment to safeguard the Foundation and its assets;

A commitment to the community that the Foundation will report fairly, accurately, and regularly on its activities and condition.

AREAS OF RESPONSIBILITY – IN FULFILLING THE AUDIT COMMITTEE’S PURPOSE AS DESCRIBED ON PREVIOUS PAGE OVER BOARD OPERATIONS

Role in overseeing Board policies, financial reporting, and other special areas;

Review of procedures over compliance and to prevent or control conflicts of interest and irregularities;

Key business and financial risks and the Board’s internal control system;

Compliance with important legal and regulatory requirements;

Planned financial or reporting system modifications.

OVER THE EXTERNAL AUDITORS

Managing the relationship with the independent certified public accountants;

The scope of the work and timing of the independent audit, including the review of internal controls;

The Kind and quality of information the Audit Committee receives from the external auditors;

The types and timing of reports issued by the external auditors, including the management letter and overseeing the Foundation’s action plan to address the recommendation with sustainable solutions;

Recommends to the Board the hiring of the external auditors as a result of a systematic, periodic process (e.g., consider REQUEST FOR PROPOSAL every 3-5 years and/or rotation of the engagement partner every five years)

RESOURCES

Kiwanis International, publications, Kiwanis Districts, Nonprofit Organizations to assist the Audit Committee, Board Policy and Procedure documents, Audit Services, Kiwanis leadership, Compliance agencies.

8.3 SHARED RESPONSIBILITIES

SECRETARY

Responsible for carrying out Board regulations and the policies and programs adopted or approved by the Board

- e) Arrange for the management of financial resources of the Foundation
- f) Ensure that services are delivered
- g) Comply with policies and procedures
- h) Safeguard assets
- i) Prepare the management action plan to the external auditor's management letter

AUDIT COMMITTEE – AUTHORIZED TO CONSIDER MATTERS RELATED TO:

- j) the financial statements of the Foundations and other official financial information provided to the public;
- k) the system of internal controls;
- l) the annual independent audit process
- m) monitor compliance with policies and procedures;
- n) ensure assets are safeguarded;
- o) receive and review the external auditor's annual financial report;
- p) recommend that the Board accept the audited annual financial statements;
- q) receive and accept the external auditor's management letter;
- r) oversee Foundation Board's action plan to address the recommendations contained in the external auditors' management letter

EXTERNAL AUDITOR

The Foundation, as a legal entity, has one set of consolidated financial statements and the opinion issued by the external auditors.

The external auditors will conduct an audit in accordance with generally accepted auditing standards, relating to scope and to tests considered necessary to render an opinion on the financial position of the Foundation and the results of its operations as presented in the financial statements and supplemental information as to whether or not the related financial statements are presented fairly in all material respects, in amounts as well as their presentation.

Determine compliance with laws, regulations, policies and procedures as byproducts of the external audit process:

Report, as appropriate, issues to the Audit Committee and Board

Recommend ways in which the Board can improve its internal processes and safeguard assets

Provide feedback on management's response to the management letter

8.4 DUE DILIGENCE QUESTIONS TO CONSIDER AS A MEMBER OF THE AUDIT COMMITTEE

- s) Are potential conflicts of interest identified and resolved in a timely manner?
- t) Are we pleased with the services of our external auditors;
- u) Did we receive a management letter and an unqualified opinion from our external auditors?
- v) Have all issues identified by the external auditors been resolved? If we had an internal audit in the past two years, were all issues addressed and resolved in a sustainable way?
- w) Is there any pending litigation under review?
- x) Do we have adequate systems in place to monitor income, disbursements, and other financial transactions, including timely detection of errors and irregularities?

8.5 DUE DILIGENCE QUESTIONS TO CONSIDER FOR EXTERNAL AUDITORS

Does the audit team have the mix of skills and depth of experience to meet the chapter's requirements? Do they have nonprofit audit experience? How long have they been auditing? Do they understand nonprofit accounting and financial reporting?

Will the audit staff be stable and provide continuity?

Will the external auditor's issue a management letter?

Does the Board agree on the threshold for items to be included?

Will the external auditors be available on a year-round basis to provide service as needed?

Are audit fees reasonable in relation to services provided and the size of the Foundation's operations?

Is the firm independent of the Foundation? (e.g. there are no relationships between Foundation officers, Board, or volunteers and any member of the auditing firm?)

Scope of work:

Do the independent auditors review the Foundation's reporting requirements –annual reports to the community and reports to Kiwanis International?

Do they identify major audit areas, risks, and principal procedures;

Do they review the Foundation's grant and contract compliance activities;

Do they review the Foundation's processes for obtaining donations and/or information via the Internet, including how donations and information are protected and the Foundation's access to Kiwanis websites – International, District , and Club?

Do the external auditors work with the materials prepared by the Foundation's Secretary and Treasurer and estimate the amount of assistance that the Secretary or Treasurer can provide (and the cost-savings if this is done)

Do they review any significant accounting policy decisions that the Foundation has made in the current year, particularly to determine if such adopted accounting practices are not so standard?

Do the independent auditors keep the Audit Committee and Foundation Board abreast of current business, accounting, tax, and regulator developments that may affect the Foundations' operations and financial reporting? (There should be no surprises when the final report is presented)

9.0 ADVISORYCOMMITTEE

- 9.1 The purpose of this Committee shall be to ensure that the Florida District of Kiwanis and the Florida Kiwanis Foundation have a direct line of communication between the two bodies;
- 9.2 The Committee shall consist of the Officers of the District and the Officers of the Foundation. The Committee shall be co-chaired by the District Governor and the Foundation President;
- 9.3 The Committee shall meet no less than once an administrative year to consider and discuss matters that it deems necessary. A meeting may be called by and shall be coordinated by the co-chairs;
- 9.4 The Committee shall review and make recommendations to the Board concerning the Foundation's Gift Acceptance Policy(s).

10.0 BYLAWSCOMMITTEE

- 10.1 The Committee shall be chaired by an Officer or Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;
- 10.2 The Committee shall review the Bylaws of the Foundation at the request of the President or the Board and submit recommendations for the Board's action, as it deems necessary;
- 10.3 The Committee shall review the Policies and Procedures of the Foundation at the request of the President or the Board and submit recommendations, as it deems necessary;
- 10.4 Any proposed new or change in a Policy and Procedure shall first be submitted to the appropriate standing committee or created special committee for its review and recommendations. The proposal shall then be reviewed by the Bylaws Committee. If approved for submission to the Board, the Committee shall present their recommendation to the Board at the next meeting of the Board for their action.

11.0 MARKETINGCOMMITTEE

- 11.1 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;
- 11.2 The Committee shall explore, develop and propose to the Board, strategies and programs that create awareness and support for the Foundation and its objectives. Budgets for such proposals shall be developed and reviewed with the Finance Committee and included with their proposals to the Board;
- 11.3 The Committee should explore and assist in the development of strategies and programs to promote awareness and support for the projects of Kiwanians, Kiwanis Clubs and the general public that support the Foundation and its objectives;

- 11.4 When appropriate the Committee shall assist the Development Committee in creating proposed marketing and promotion strategies for Foundation programs that their Committee is exploring or proposing to the Board.

12.0 DEVELOPMENTCOMMITTEE

- 12.1 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the Chair and approved by the President;
- 12.2 The Committee shall develop and recommend to the Board an annual fundraising program to promote the Annual Support Gift and other programs to provide funding for the operations of the Foundation;
- 12.3 The Committee shall develop and recommend to the Board annual and long term fund raising programs and campaigns to enhance the resources and assets of the Foundation.
- 12.4 When appropriate the Committee shall seek the assistance of the Marketing and Promotions Committee in creating strategies for Foundation programs that they are exploring or proposing to the Board.

13.0 SPECIALCOMMITTEES

The Board may create a special committee(s) at the request or recommendation of the President or any committee chair. Such committee(s) shall have specific duties and responsibilities as may be assigned and approved by the Board. Where appropriate such committee(s) may be a sub-committee of a committee enumerated in the Bylaws. The existence of any such special committee created shall cease at the conclusion of the assignment or at the end of the administrative year in which it was created unless extended by the ensuing Board.

The Florida Kiwanis Foundation

Policies and Procedures (Revised Aug. 5, 2016)

14.0 SCHOLARSHIP COMMITTEE

- 14.1** The committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;
- 14.2** The committee shall develop and recommend to the Board fundraising programs to promote and endow scholarships to be given to worthy students within the Florida District;
- 14.21** To permanently endow a "Named" scholarship, donor must meet one or more of the following criteria:
- a). To endow a single \$500.00 per year scholarship, a donor must contribute a minimum amount of \$10,000.00.
 - b). To endow a single \$1,000.00 per year scholarship, a donor must contribute a minimum amount of \$17,000.00.
 - c). To endow a 4 year scholarship in the amount of \$1,000.00 per year, a donor must contribute a minimum of \$42,000.00.
 - d). A donor may contribute scholarship funds larger than the amounts listed above through; cash, wills, estates, trusts, and other means acceptable to the Foundation Board of Trustees. The amount of the contribution will determine how much can be offered based on the established policies of the Board of Trustees.
 - e). Donors may contribute the above amount(s) in installments, however scholarships will only become available when the total amount is fulfilled.
- 14.22** Contributions made into current endowment programs such as the Ralph Davis, Robert Thal (50%), and Legacy Society, may be designated toward an established Foundation scholarship fund.
- 14.23** Single yearly contributions may be designated to increase the number of scholarships given for that year, only if the amount is equal to the actual award.
- 14.3** The committee shall develop procedures to select and distribute scholarship contributions as designated by donors or from within the Foundation;
- 14.31** Once the contribution(s) is made, the committee shall work with the donor to establish guidelines for the recipients and determine the requirements that applicants must meet to receive an award. The process must be nondiscriminatory and meet all legal and IRS guidelines. The donor cannot designate any one person to receive the award and is generally not involved in the selection process.
- 14.32** The committee shall re-evaluate each scholarship yearly to make sure that it meets the requirements of the donor and Foundation and has authority to make minor wording adjustments as needed to each application, after review.
- 14.4** The current available Scholarships and guidelines that have been developed are as follows:
- 14.41** J. Walker Field Scholarship
- Scholarships to be one-time awards for \$1,000 amounts.
 - Maximum number of scholarships determined by budget.

- Applicants Must:
 - Be a graduating high school senior within the Florida District.
 - Have a GPA of at least 2.75 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Key Club International and the Florida District of Key Club for a minimum of 2 school years.
 - Have been accepted to an accredited College or University within the Florida District. Recipients will also have to attend a said College or University within the Florida District.
 - Have performed at least 150 service hours within the years that they have been in Key Club. Hours must qualify as SLP related service and be verified by School or Kiwanis Advisor.
 - Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on a developed spreadsheet that calculates points determined by:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District of Key Club Annual Convention, if possible.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student by the Registrar.

14.42 George Langguth Kiwanis Family Scholarship

General Notes:

- A \$1,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Applicants must complete essay questions per application.
- Awarded scholarships will be paid direct to the recipient in August of each qualifying year upon proof of registration as a full time student by the Registrar.
- Awarding process to be done by Scholarship Committee based on financial need and the requirements as outlined below:

Family Requirements:

- Applicant must be an immediate family member of a current Kiwanis Member of the Florida District of Kiwanis. (son, daughter, grandchild, niece, or nephew) Step-children may be acceptable.
- Kiwanis relative may have been deceased within the past 6 months. The degree of relationship will be a factor in considering the application.
- Applicant must be a current resident of the Florida District of Kiwanis.

Merit / School Requirements:

- Can either be a graduating high school senior or currently enrolled in a College, University, or Trade School, including 2 year Associate and Graduate programs.
- Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
- Have been accepted to an accredited College, University, or Trade School. (Not limited to Florida Schools)
- Must submit 2 letters of recommendation from non-related: Teacher, Clergy, Kiwanis Board, School Official, or Counselor.

Community Service Requirements:

- Community service to be loosely defined and not limited to SLP programs only.
- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. A financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

To continue receiving the award, student must provide proof of full-time enrollment each year by the Registrar and a brief synopsis of how scholarship has affected college life and enabled student to continue with community service within his/her community.

14.43 Charles & Emilia Gugliuzza Scholarship

- Scholarship to be a yearly one-time award in the amount of \$500.00.
- 1 scholarship available per year, as budgeted.
- Applicants Must:
 - Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Circle K International and the Florida District of Circle K for a minimum of 1 school year.
 - Attend an accredited College or University within the Florida District that has an existing CKI Club.
 - Have performed at least 100 service hours within the previous years as a CKI member. Hours must qualify as CKI related service and be verified by School or Kiwanis Advisor.
 - Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on, but not limited to, the following criteria:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District Annual Convention.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student by the Registrar.

14.44 Maria Mychaniuk Scholarship**General Procedure Notes:**

- A \$4,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Awarding process to be done by the FL Kiwanis Foundation Scholarship Committee and will be announced at the school's award ceremony, if possible.
- Awarded scholarships will be paid direct to the college or university by the required date of each qualifying year, upon proof of registration as a full time student to the

FKF scholarship committee.

- Distribution of the scholarship application is to be addressed through the Flagler County Superintendent's office, along with the High Schools and their respective Guidance / Career Development Departments.
- Focus will be toward students that may have difficulty qualifying for other scholarships or grants but have a sincere desire to succeed by furthering their education, with an emphasis on the essay answers, need, and letters of recommendation.

Requirements:

- Application is open only to students of Flagler County, FL High Schools, along with those who are home schooled or attend the Virtual School of Florida, as long as they meet the requirements listed.
- Applicant must have resided, and attended school, in Flagler County for a minimum of 2 years and be the child of a United States citizen.
- Applicants must complete essay questions per application.

Merit / School Qualifications:

- Applicant must be a graduating high school senior from any school within Flagler County, FL who meets all requirements as noted.
- Have a GPA of at least 2.0 on a 4.0 scale, unweighted.
- Have been accepted to any accredited College, University, or Vocational School. (An eligible educational institution is a school offering higher education beyond high school. It is any college, university, vocational school, or other post secondary educational institution eligible to participate in a student aid program run by the U.S. Department of Education. This includes most accredited public, nonprofit and privately-owned-for-profit postsecondary institutions.)
- Must submit 2 letters of recommendation from non-related: Teacher, School Official, or Counselor, outlining the specific reason(s) that students is deserving of award.

Community Service Requirements:

- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. Enclosed financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

- To continue receiving the award, student must provide proof of full-time enrollment each year.
- Maintain a passing GPA as determined by the attending school.
- Along with proof of continued enrollment, student to provide brief synopsis of how the scholarship has affected college life and enabled student to continue with community service within his/her community.

14.5 General Guidelines for all current established scholarships:

- Awarding process to be done by Scholarship Committee.
- Applicant eligible for only one (1) Foundation Scholarship in any given year.
- Applicants must complete an official FKF application and postmark no later than the advertised date, and post mailed to the Florida Kiwanis Foundation office.
- Applicants must include all requested documentation with application.
- All scholarship winners will be required to complete a Release Form, so their information may, or may not, be published by the Foundation, as determined by committee. If requested forms are not submitted by the posted date, then scholarship(s) will be forfeited by the student.
- Scholarships that are paid direct to student will be designated for tuition, books, room and board, and qualified college related supplies.
- If no application(s) are received by the due date posted, then the scholarship will not be awarded for the current year.

14.6 Selection and Grading process:

- All awards will be determined by the scholarship committee without discrimination.
- Grading to select the scholarship recipients to be based on the criteria set forth in each application at the discretion of a majority of the committee.
- Applications received after the advertised date, or with missing required documentation will not be considered for an award.

14.7 Records Storage:

All records pertaining to the issuance of Foundation Scholarships will be kept on file at the office of the Florida Kiwanis Foundation, or an approved storage facility, for a minimum of 7 years. These records shall consist of, but not limited to:

- Copies of all applications with date of postmark
- Congratulation and rejection letters issued to applicants
- Release forms signed by recipients or legal guardians
- Committee minutes and documentation issued by committee chair
- Payment receipts on scholarships from Treasurer