



# **Founder Region Fellowship, Inc.**

## **BOARD PROCEDURES**

Amended – February 11, 2024

# Contents

- Amended – February 11, 2024 ..... 1
- I. Officers & Fellowship Directors - Duties..... 3
  - A. President:..... 3
  - B. Secretary:..... 4
  - C. Treasurer: ..... 4
  - D. FRF District Directors: ..... 5
  - E. Recusal of a Board Member ..... 6
- III. Finances..... 6
  - A. FRF Treasurer: See Treasurer’s Manual..... 6
  - B. Travel Reimbursement Expenses ..... 6
  - D. Processing New Fellows ..... 7
- IV. Fundraising ..... 7
  - A. District Meeting Opportunity Drawing Tickets/Numbers: ..... 7
  - B. Conference Fundraiser: ..... 8
  - C. February is Fun for Fellowship..... 8
  - D. Honorary/Memorial Giving..... 8
  - E. Monthly Giving ..... 9
  - F. Individual or Club Donations ..... 9
- V. Fellowship Board Meeting Calendar..... 9
- VI. Founder Region Fellowship Director’s Role at the Presidents’ Roundtable (PRT) Meetings..... 11
- VII. FRF Board’s Role at the District Meetings ..... 12
- VIII. The Role of the FRF Board Members at: the Annual Founder Region Conference..... 15
- IX. Fellowship Awards Selection Process ..... 15
- X. Amendments to FRF Procedures ..... 17
- APPENDIX A - DIRECTOR REPORT ..... 19
- APPENDIX B - APPLICATION SCORING RUBRIC..... 20
- APPENDIX C - SCORING RUBRIC FOR INTERVIEWS..... 22
- APPENDIX D - INTERVIEW PROCEDURES ..... 23

## I. Officers & Fellowship Directors - Duties

### A. President:

The Board President, elected by membership at the Founder Region Conference held in even-numbered years, shall:

1. Be a signatory on Founder Region Fellowship (FRF) checking and savings accounts.
2. Approve vouchers/invoices as submitted for payment.
3. Provide the FR Secretary with information as needed for the Region roster.
4. Arrange the times and sites for FRF Board meetings.
5. Send out an agenda by email prior to meetings to board members.
6. Send report to Founder Region Governor to share at Region Board Meetings.
7. Shall conduct all meetings of the FRF Board.
8. Will not cast a vote on issues before the Board unless Board members are evenly divided on an issue.
9. Review the annual Founder Region calendar at the first board meeting in August of each year.
10. Review the FRF Bylaws and Procedures with-directors at the first board meeting of each year and update procedures as needed.
11. Review the FRF Board meeting minutes prepared by the FRF Secretary. Upon completion of that review, the FRF President or Secretary shall electronically forward the minutes to the FRF Board for review. After the Board reviews the minutes at the next board meeting and approves them as presented or as corrected, the FRF Secretary shall forward a copy to the FRF Board and shall maintain a copy of the Board- approved minutes.
12. Work with the website manager to keep the FRF website up to date.
13. Notify all universities/colleges within Founder Region boundaries, which have doctoral programs about the Fellowship awards and provide them with application procedures.
14. Review applications through a scholarship portal and grant access to board members for scoring.
15. Arrange times and sites for Fellowship applicant interviews.
16. Notify the applicants of the Board's awards decisions.
17. Arrange for the creation and printing of the Fellowship program for the Friday evening awards dinner at region conference.
18. Work with the Founder Region Conference Coordinator to arrange the Friday evening conference reception and Fellowship banquet as well as reserve lodging for the FRF Board.
19. If financially feasible, arrange for roundtrip transportation to, and hotel rooms for, Conference for the Fellowship award recipients who are living in California (if the conference is in District V) or living in District V (if the conference is in California).
20. Mail out thank you postcards to all donors and new monthly giving donors.

21. Provide the basket/envelope drawing tickets or number logs for the fall District Meetings to FRFDirectors by the August board meeting.
22. Maintain the master Fellows List in Google Drive with viewing access for all board members.
23. Undertake other duties as needed.

#### B. Secretary:

The Secretary, a Fellowship Director, shall:

1. Take minutes at each board meeting and at the FRF annual business meeting at conference. The Secretary shall prepare the minutes and forward them to the FRF President for review within 30 days. After review by the FRF President, the Secretary or President shall forward the minutes to the FRF Board in a timely manner. Once the Board has reviewed, discussed and approved the minutes as presented or as corrected, the Secretary will forward the approved minutes to the FRF Board, Region Governor and shall maintain a copy of the Board-approved minutes.
2. Prepare the FRF annual business meeting minutes for distribution to the Region Secretary to be posted with the Founder Region Conference Proceedings on the region and FRF websites, as well as at the following year's annual Founder Region Conference.
3. Maintain the current version of the FRF Bylaws and Procedures.
4. Undertake other duties as needed or as directed by the FRF President.

#### C. Treasurer:

The Treasurer shall:

1. At the beginning of the Biennium, complete a "name change" form for all financial accounts to reflect the new FRF President and Treasurer. The FRF President and FRF Treasurer will be the co-signers on all accounts.
2. At the beginning of the Biennium, update the Directors and Officers (D&O) insurance coverage/pay the upcoming D&O insurance premium.
3. Obtain bonding/pay the upcoming bonding premium to cover the FRF Board for the new Biennium.
4. With the Board President, register board members for District Meetings and the Founder Region Conferences.
5. Complete and file all documents required by federal and state government entities including the California Department of Justice, the California Secretary of State, the California Franchise Tax Board and/or the Internal Revenue Service, and the California Department of Tax and Fee Administrations (Sales Tax).  
NOTE: FRF tax returns shall be completed by a CPA or an Enrolled Agent.
6. Maintain accurate and up-to-date Fellowship financial records and accounts through QuickBooks and Excel.
7. Require adequate documentation for all authorized bills. Pay each bill within 30 days of receipt of vouchers approved by the FRF President.
8. Reimburse board members for authorized expenses within 30 days of receipt of the approved voucher from the FRF President.
9. Deposit all monies however received (cash, check, credit card payment,) in a timely

manner.

10. Monitor the FRF PayPal account; understand the coding of PayPal receipts and transfer monies into the FRF checking account at the end of each month.
11. Complete bank reconciliations in a timely manner.
12. Provide a letter of donation to all donors for all donations (excluding Monthly Giving after the first payment). The letter shall include a “thank you for donation” comment as well as FRF’s IRS tax ID number.
13. Communicate with FRF Directors when receiving donations from clubs and individuals in their respective district. Provide that Director and the FRF President with copies of any forms received and track all donations.
14. Maintain a “New Fellows” report of all new Fellows or existing Fellows who are leveling up during the Biennium through direct donation, monthly giving or drawing. Provide copies to board members before each board meeting or upon request by the FRF President.
15. Draft an annual budget with the President each year for presentation to the FRF Board at the August board meeting. Periodically review the budget (approved by the new Board) versus actuals with the President and the Board and adjust accordingly.
16. Timely production of financial reports for the Fellowship Board, the Financial Review Committee, and as requested by the Fellowship President and/or the Founder Region Governor, including providing quarterly financial reports to the FRF Board with a copy to the Founder Region Governor. Present a Profit & Loss Statement, Balance Sheet and Budget versus Actual Statement for each FRF Board meeting.
17. Prepare the financial report as of March 31 for the fiscal year for the annual Founder Region conference to be presented to conference attendees at the annual FRF Business Meeting.
18. Coordinate transition of financial books to the new treasurer at the end of the Biennium.
19. Coordinate the Financial Review with the Financial Review committee.
20. Maintain complete and accurate records regarding Fellowship Monthly Giving.
21. Present all financial records to the Financial Review Committee chairperson by August 31 of each year. After that review is completed, the records are to be provided to a CPA or Enrolled Agent chosen by the FRF President and Treasurer to file the FRF taxes by November 15.
22. See the Treasurer’s duties for processing new Fellows as well as for additional information contained in the Treasurer’s Manual.
23. Participate each year in the Board’s selection of Fellowship award interviewees and award recipients.
24. Attend and participate in at least one District Meeting per year of the Biennium as well as both Founder Region Conferences in the Biennium. In addition, attend Presidents’ Roundtable Meetings and Founder Region club meetings/events as invited and available.
25. Undertake other duties as needed or as directed by the FRF President.

II.

#### D. FRF District Directors:

The FRF District Directors shall:

1. Attend and participate in their respective Presidents' Roundtable (PRT) Meetings.
2. Attend and participate in district meetings.
3. Attend and participate in the Founder Region conferences.
4. Review the approved FRF budget periodically and suggest revisions as necessary.
5. At the February board meeting, begin initial discussions about the maximum amount of money to award to that year's Fellowship award recipients. NOTE: The amount awarded is linked to the amount raised by the board.
6. Distribute District Meeting fundraising tickets or number logs at the first Presidents Roundtable Meetings or otherwise arrange for ticket/number distribution to clubs as soon as possible after the August FRF Board meeting.
7. Encourage club participation in Fellowship fundraising activities.
8. Pre-sell conference fundraising items beginning in November each year (if available). Keep written track of dollar amounts and items sold, using a form or template provided by the FRF Treasurer. Track inventory and return unsold items.
9. Visit each club in their respective district at least once each year of the Biennium to promote Fellowship. Encourage clubs to invite FRF Directors not only to club meetings but to club fundraisers, awards programs and other events. If possible, share information regarding the Fellowship program at these events. Remind your clubs of information on the FRF website and Facebook page. Take photos of your club visits and submit to the FRF President for posting on Facebook and for use at District Meetings and annual Conference. Always thank clubs for their support of Fellowship. Try to support their fundraisers if possible – be a good guest!
10. Attend pre-arranged club meetings/events to present Fellow Certificates/Pins to new Fellows and Fellow leveling up.

#### E. Recusal of a Board Member

##### **Recusal of a Board Member during the Fellowship Award Selection Process**

If an FRF board member knows a Fellowship applicant, a member of an applicant's family or a person who has submitted a letter of recommendation on behalf of an applicant, the FRF board member shall inform the other FRF board members as soon as possible. The Board member shall recuse her/himself from further consideration of the applicant for a Fellowship award.

### III. Finances

#### A. FRF Treasurer: See Treasurer's Manual

#### B. Travel Reimbursement Expenses

FRF Board travel expense budgets should be reviewed and voted on by the Board at a board meeting when the Fellowship budget is being discussed and approved as presented or as amended.

**(See Founder Region Travel & Expense Policy for Air, Mileage, Hotels, & Meal limits)**

NOTE: Each person submitting a claim for reimbursement must submit a completed voucher, itemizing each claimed. (See Founder Region Travel & Expense Policy) along with receipts for each item. The FRF President must approve all expenses for reimbursement. Forms should also be submitted if expenses are being donated to FRF for future budgeting purposes.

### C. New Fellows

Processing New Fellows – Treasurer Duties – See *Treasurers Manual*.

### D. Processing New Fellows

#### **District Director Duties**

1. If a “Donations/Fellows Form” (available on the “Resources” page of the FRF website) and \$1,000 is received by a District Director directly from a club or individual member, the Director shall forward the monies to the FRF Treasurer with a copy of the completed form. The Director shall also forward a copy of the completed form to the FRF President. The Director shall contact the club representative to schedule a date/time/place to present the member with her/his Fellow pin and certificate. The Director is responsible for creating the certificate.
2. If a completed “Donations/Fellows Form” and \$1,000 is received directly by the FRF Treasurer, the Treasurer will forward a copy of the completed form to the District Director for that club as well as to the FRF President. The Director will contact the club representative to schedule a date/time/place to present members with her/his pin and certificate. The Director is responsible for creating the certificate.
3. Each Director shall maintain a log of new Fellows/new levels in her/his District to compare against the Master List & Treasurer’s list.

## IV. Fundraising

### A. District Meeting Opportunity Drawing Tickets/Numbers:

The Fellowship basket/envelope drawing at each of the District Meetings every year is a Fellowship fundraiser. Each club donates gift basket/envelope of a value determined by the FRF Board at the beginning of the Biennium. The tickets or numbers can be purchased by anyone, not just clubmembers. (Do not forget to ask family, friends, co- workers, church members and others in your community to purchase these tickets.)

1. At the August FRF board meeting, the FRF President will distribute to each District Director envelopes for each club in that Director’s district. Each envelope shall include a fundraising flyer, number of tickets (one book of tickets per member based on the most recent club census from Founder Region plus an additional number of tickets), and a log for the club to record ticket sales. In lieu of tickets, the FRF President may provide number logs. The number of tickets enclosed, or number range of the enclosed number log should be on the outside of the envelope or emailed to club presidents.
2. With the exception of the District V Director (see below), Directors must attend their respective August PRT and distribute envelopes or number logs to the club presidents,

having them sign off that they received them. Explain the fundraiser to the presidents and advise them they should bring their club's basket/envelope to the district meeting.

3. The District V Meeting fundraiser cannot be referred to as a "drawing", but rather an "Opportunity Drawing", since drawings are illegal in Hawaii. The clubs will be encouraged to bring envelopes with the same value of gifts inside rather than basket/envelopes, for easier travel.

## B. Conference Fundraiser:

Each year before, and/or at, Founder Region Conference, attendees purchase that year's fundraising item(s) or participate in the fundraising event and each item or dollar value has a name or number entered in a drawing. For every \$1,000 raised, a Fellow is drawn at random from those who participated in the drawings/sales. Those who win the drawing(s) are made Fellows or will advance to the next Fellow level if applicable.

At the November Board meeting, Board members need to discuss and decide what the fundraiser will be for that year's Conference. The fundraiser should be decided at the November board meeting so that the directors can begin pre-sales.

## C. February is Fun for Fellowship

1. Attend November Presidents' Round Table and present ideas for February is Fun for Fellowship to club presidents.
2. Follow up with club presidents with an offer to attend any Fun for Fellowship events and provide the calendar and PPT presentation for use by clubs.

## D. Honorary/Memorial Giving

1. Bequests as well as gifts "In Honor of" or "In Memory of" can be made by Soroptimists and non-Soroptimists by:
  - a. Check (payable to FR Fellowship)
  - b. Credit card via PayPal or similar platform.
  - c. Cash
  - d. Identifying Fellowship as a beneficiary (in dollar amount or percentage of assets) in her/his estate documents, and/or
  - e. Charitable Giving - Qualified Charitable Distribution (QCD) using Required Minimum Distribution funds from her/his IRA or similar retirement account to make a one-time minimum payment of \$1,000 to Fellowship or establishing Monthly Giving towards a \$1,000 donation to Fellowship. **The member interested in doing this should consult with her/his tax advisor, legal advisor, accountant and/or financial advisor. Founder Region Fellowship does not, and cannot, offer legal, financial and/or tax advice.**
2. The FRF Treasurer has the "Financial Transaction Form" to be completed by the donor and is available on the FRF website. The FRF Treasurer shall notify the President and District Director of the donation.
3. When the Fellowship Board is notified that a person has made Fellowship a beneficiary or is making an "in Honor of" or "In Memory of" gift, that person will be acknowledged, if that person so chooses, yearly at the FR Conference by listing in the printed program (if



any) or as part of a PowerPoint or other program presentation.

## E. Monthly Giving

A person wishing to set up monthly giving should visit the FRF website at [www.founderregionfellowship.org](http://www.founderregionfellowship.org). Click on the “Donate” button and then complete the Monthly Recurring Payment section, contact the Fellowship District Director for the member’s district or contact the Fellowship Treasurer. Monthly Giving subscriptions can also be accepted from those not wanting to use a PayPal account. The FRF Treasurer will set up monthly reminders to donors who chose to submit payment via CC or Check. All those signing up for Monthly Giving will get the discounted rate of \$975 for a Fellow, or to level up.

## F. Individual or Club Donations

Anyone who donates \$1,000 to Fellowship is eligible to name a person or club as a “Fellow.” Donors can be members, non-members or clubs. The \$1,000 donation can be made in one payment or by smaller monthly payments until those donations total \$1,000 (or the incentive price), at which time the donor can name a Fellow. Many clubs include a line item in their annual budget for Fellowship Giving.

## G. FACEBOOK/ SOCIAL MEDIA FUNDRAISING

Members can fundraise for Founder Region Fellowship, Inc. on social media as a non-profit charity. Members must notify Fellowship if they choose to have these donations debited to their Fellow account or level up, otherwise, they will be considered a miscellaneous donation. Members are encouraged to notify the FRF treasurer of such campaigns. Facebook fundraising donations will be sent to the charity directly from Facebook, from Network for Good or from PayPal Giving Fund. Other fundraising platforms follow their own set of procedures.

# V. Fellowship Board Meeting Calendar

(General Guidelines)

## A. Throughout the year

1. FRF Directors attend club meetings & events.
2. FRF President posts grant process & link to application portal on the FRF website no later than October 1.
3. FRF President will announce Fellowship publicly via Fellowship and Founder Region websites, via Fellowship Facebook page, via other social media outlets and by providing the application procedure to eligible institutions of higher learning in Founder Region.
4. FRF President downloads completed applications/supplemental information (links) from the portal and distributes to FRF directors for judging.
5. Directors continue to attend club meetings in person where geographically possible and via internet platforms if available.
6. Directors encourage members and others to become Fellows and present new/level up Fellow certificates & pins.
7. Directors pre-sell conference fundraiser item(s) if applicable.

8. Directors encourage Fun for Fellowship games/events in February.
- B. May:** Fellowship Board Meeting (Post-conference)
1. Introductions if new directors present
  2. Recap of Conference as needed
  3. President provides planning dates for the following term
  4. FRF Board Secretary shall be elected by the FRF Board.
- C. August:** Fellowship Board Meeting – Planning (In-person)
1. Set Budget and fundraising goals
  2. Set Application/Interview Dates and Timelines
  3. District Meeting Plans (drawing)
  4. Drawing tickets/log numbers distributed to directors for the PRTs.
  5. Review any proposed FRF bylaw changes and submit by the FR deadline (November 15)
  6. Determine theme for District Meeting Fundraiser
  7. Plan the Fellowship presentation at District Meetings
  8. Fellowship President shall research eligible universities and contacts
  9. Fellowship Board should plan for Zoom information sessions about the Fellowship awards program at accredited institutions of higher learning located in Founder Region.
- 1.
- D. September to October:** Prepare for District Meetings
1. Drawing tickets or number logs/basket/envelope information to be sent to club presidents.
  2. FRF Directors pass on information about tickets or number logs/basket/envelopes at their respective Round Table meetings with club presidents.
  3. FRF Directors receive checks for drawing ticket or number sales.
  4. District Meetings are held.
  5. FRF Directors attend the District Meeting and collect Fellowship drawing tickets or the number log sheets.
  6. Draw for new Fellows/basket/envelope winners.
- E. November:** Fellowship Board Meeting (Online)
1. Recap/discuss the Fellowship's impact at the District Meetings.
  2. Continue to plan conference fundraiser – Sales items/fundraising information should be distributed to the FRF Directors for presales.
  3. Plan for FRF Director club visits.
  4. Prepare for the Fellowship application process.
  5. Discuss application rubric and make changes as necessary.
  6. Hold FRF grant information sessions for potential applicants over video conferencing platform.
- F. February:** Fellowship Board Meeting – Readings (In-person)
1. Before arriving at the February Fellowship Board meeting, directors shall read applications, and evaluate/score each applicant using a Scoring Rubric.
  2. At the board meeting, the Board members shall discuss and select interviewees.
  3. Hold Hawaii interviews before California interviews.

4. The FRF President notifies applicants of the results and schedules interviews for Hawaii (1<sup>st</sup> weekend in March) and Northern California (2<sup>nd</sup> weekend in March) and adjustments to be made as scheduling allows.

G. **March:** Fellowship Board Meeting – Applicant Interviews

1. FRF President & the District V FRF Director will attend the Hawaii Interviews in-person on the first weekend in March. All other board members will attend via online video conferencing.
2. If funds allow, a second board member may attend the Hawaii interviews, which is decided by a drawing of interested members.
3. The FR Governor& Governor-elect are also invited to attend via online.
4. Following completion of all interview, the FRF board meets to discuss all applicants, review scores and select Fellowship award recipients.
5. The FR Governor& Governor-elect are also invited to attend in person.
6. The President shall assign Director tasks for conference.
7. The President shall:
  - i. Prepare docs for Call to Conference or earlier in February.
  - ii. Prepare and print programs for the Friday Night Gala
  - iii. Prepare the FRF History Update
  - iv. Decide on pictures/entertainment for the Friday evening program.
  - v. Design program script with the Fellowship Directors and Treasurer.
  - vi.

H. **April / May:** Pre-Conference Board Meeting

The Fellowship Board shall review its plans for selling merchandise at Conference, its Friday evening Fellowship reception and dinner program as well as its Saturday morning Business Meeting.

## VI. Founder Region Fellowship Director’s Role at the Presidents’ Roundtable (PRT) Meetings

### A. IN GENERAL

The Founder Region District Director will schedule three Presidents’ Roundtable (PRT) meetings per year, following the Founder Region Fellowship board meetings held in August, November and February. **The FRF President will provide Directors with bullet points of topics to be presented at PRT’s for consistent messaging.**

The Fellowship Directors should plan to attend all the PRT’s in-person or virtually. If the region District Director does not provide the FRF Director with the meeting dates, it is the FRF Director’s responsibility to ask her/him for the dates and ask to be put on the agenda to speak about Fellowship.

The region District Director will likely welcome the FRF Directors to stay for the entire meeting. Please try to do so; however, it is not required. If you cannot stay for the entire PRT, request in advance to speak at the beginning of the meeting.

District V meeting venue: Given the geographical distance between clubs in District V, the FRF Director for this district should try to arrange for meetings with clubs via an internet platform.

## B. AUGUST/SEPTEMBER PRT

This is a good opportunity to meet the club presidents and briefly discuss Fellowship. With the exception of District V, the FRF Directors should have an envelope (distributed at the August FRF Board meeting) of Founder Region Fellowship basket/envelope drawing tickets (for the FRF fundraiser held at the District Meeting) or number logs, to present to each club president. Talk about the Fellowship basket/envelope drawing, review packet contents, discuss the process of returning sold tickets and checks, and emphasize deadlines.

## C. NOVEMBER/DECEMBER PRT

Provide “Fun for Fellowship” games, presentations, or events You may want to suggest a fun activity that club members can do so clubs can learn, celebrate & raise funds for Fellowship during the month of February.

In addition, speak briefly about the “Fun Run” and conference fundraiser and how funds raised will be used to award new Fellows at the Founder Region Conference held the following spring.

If you do not have a Conference fundraiser flyer or sample sales item yet, you should still attend this PRT to be visible, talk with the club presidents about Fellowship, and show support for your region District Director.

## D. FEBRUARY PRT

Speak briefly about conference fundraising. If you have not already scheduled a visit to clubs for February Fun for Fellowship month, attempt to do so at this meeting or tell the club presidents that you will be contacting them soon to schedule a club visit. Promote the “Fun Run” or any other spring fundraiser for Fellowship.

## VII. FRF Board’s Role at the District Meetings

NOTE: FRF Directors should attend not only the District Meeting for the district they

represent but, if possible, should attend other District Meetings as well. The FRF Treasurer shall attend at least one District Meeting. The FRF President shall attend all District Meetings.

#### E. AUGUST FRF BOARD MEETING

Plan the theme of the program including the PowerPoint presentation (if any) for the District Meetings.

#### F. FOLLOWING THE AUGUST BOARD MEETING

1. FRF President shall prepare and finalize a 15-20 minute, a PowerPoint Presentation and Script with suggestions from the board. Typically 30 minutes is allocated for the entire Fellowship presentation.
2. FRF President shall email the finished PPT and Script to the FR Governor and Secretary.
3. The FRF president shall e-mail the FR Directors to request needed tables and chairs for drawing basket/envelopes and ticketsales (e.g., two tables for drawing basket/envelopes and two tables with four chairs for drawing ticket/number log sales).

#### G. DISTRIBUTION OF BASKET/ENVELOPE DRAWING TICKETS/NUMBERS AT PRESIDENTS' ROUNDTABLES

Distribute District Meeting fundraising tickets/number logs at the first Presidents' Roundtable Meetings or arrange for ticket/number distribution to clubs as soon as possible after the August FRF Board meeting.

#### H. TWO WEEKS PRIOR TO THE DISTRICT MEETING:

1. FRF Directors shall:
2. E-mail the club presidents in their respective districts, reminding them to:
  - Return all sold ticket stubs/number logs, unsold tickets and club check to their FRF District Director; and
  - Bring their club's Fellowship basket/envelope to the District Meeting.
  - Email reconciled number/ticket logs to the FRF President and Treasurer and copy of the check.
3. FRF President shall print & bring table tent cards for each club's basket/envelopes for all District Meetings for consistency.

#### I. DAY OF THE DISTRICT MEETING

1. Bring PowerPoint Presentation or other electronic presentation (and on one thumb drive).
2. Bring copies of the Script for the speakers and the person running the PowerPoint.
3. Draw names for the basket/envelope winners/or using a Number Randomizer app to draw Fellows (one for every \$1,000 raised). Record the names/clubs of the winners and provide a "New Fellow Information Form" to the winner or, if not present, to a club representative.
4. FRF President shall bring the following supplies:

- Tape
  - Stapler
  - Scissors
  - Staple Pull
  - Pens
  - Transaction/Monthly Giving Forms/Drawing Forms
  - Incentive gifts for signing up for the Monthly Giving program, along with a flyer/stand.
  - Bring updated Brochures to have on table.
  - Bring laptop to access Fellows Master List for inquiries.
  - Bring Certificate Folder for photo ops of winners.
  - Collect all Monthly Giving Pledge forms and other DM paperwork and forward to FRF Treasurer and applicable Directors.
5. Fellowship Treasurer shall bring:
- A Credit Card Reader (NOTE: Zettle CC Reader does not work in Guam)
  - Monthly Giving Pledge Forms
  - Cash Box or Bank Bag to collect monies
  - New Fellow Information Forms
6. Fellowship Directors shall also bring:
- Presold Tickets and Monies
  - Unsold Tickets
  - Copy of the Number logs if logs were used
  - A large basket/envelope/acrylic box in which to place and mix sold ticket stubs (if applicable).
  - Before the District Meeting, e-mail an accounting for each club of presold ticket to the FRF Treasurer. This is imperative so the Treasurer can accurately report earnings per District.

#### J. FOLLOWING THE DISTRICT MEETING:

1. FRF Treasurer will e-mail members who completed the Monthly Giving pledge form, thank them for signing up and provide a link to the FRF page. Each Director should establish this contact with the members in their respective districts Treasurer and President.
2. Each FRF Director is to contact phone/e-mail Fellows drawn at District Meeting or the respective club president to arrange to present the winner(s) with her/his Fellow pin and certificate at a club meeting. Have the winner(s) fill out the New Fellow Information Form if it was not completed at the District Meeting.

## VIII. The Role of the FRF Board Members at: the Annual Founder Region Conference

- A. Pool unused sales items and finalize the Friday evening reception and banquet plans;
- B. Host the reception for Fellowship Friday evening;
- C. Introduce Fellowship award recipients at the Friday reception and dinner;
- D. Present board member reports at the Saturday Fellowship business meeting. (See Appendix A - FRF board member report template.)
- E. Sell fundraising items and, for every \$1,000 raised, conduct a drawing for Fellow winners;
- F. Announce new Fellows; and
- G. Attend the post-conference board meeting if applicable.

## IX. Fellowship Awards Selection Process

### A. September/October/November

Applications The FRF President will:

1. Update the Fellowship award application process and post on the FRF website.
2. Review the University/College Mailing List – Update with any new information.
  - a. Identify universities/colleges and contact names/Deans to whom to send the application information.
  - b. Contact the school representatives by email/phone.
3. Email to Universities
  - a. FRF President contacts institutions of higher learning in Founder Region and provides applicant information for distribution through their internal newsletters and other sources.
  - b. Universities to which applications may be sent include the following (if accredited and operating in Founder Region):
    - California State University, East Bay – Hayward
    - Dominican University of California – San Rafael
    - Graduate Theological Union - Berkeley
    - Life Chiropractic College West - Hayward
    - Mills College - Oakland
    - Saint Mary’s College – Oakland
    - Samuel Merritt University – Oakland
    - San Francisco Theological Seminary – San Anselmo
    - The Sanville Institute - Berkeley
    - Saybrook University - Oakland
    - The Wright Institute - Berkeley
    - Touro University California – Mare Island
    - University of California at Berkeley – All Departments
    - University of Hawaii at Manoa – All Departments

- University of Massachusetts Global (UMass)

## B. JANUARY – APPLICATION PROCESS

Application Portal Process - Starting in 2022, the Fellowship Grant process will use an online scholarship management system, CommunityForce.com, to manage the application process.

### The FRF President shall:

1. Review applications completed through the online portal for accuracy/completeness. After the deadline, download applications to FRF Google Drive for judging.
2. Download applications to save for reference.
3. Set up an electronic folder names with the year, e.g., “2024 Applications” or “2024 Recipient Files.” In this folder, begin creating folders for each applicant by last name, first name.
4. Judging of applications shall be done before the February Board Meeting.

(See [Appendix B – Scoring Rubric for Application Judging.](#))

## C. FEBRUARY MEETING: - APPLICATION Discussion

1. The Directors should read the applications and supporting materials before arriving at the February board meeting. The Directors provide the President with their respective score for each applicant. The President enters each Director’s score on a tracking worksheet and then calculates the total score for each applicant. The applicants are ranked by the total score for each. The discussion process begins.
2. After discussion, the board members decide if the candidate is a “yes” (should advance to an interview), a “maybe” (perhaps should advance to an interview) or a “no” (should not advance to an interview).
3. FRF President assigned board members to do a Google/Social Media search to verify identity.
4. The President contacts all applicants to advise each if advancing to the interview phase. The President works with the selected candidates to schedule each interview either in-person or video conferencing platform.

## D. MARCH - INTERVIEWS & FINAL SELECTION PROCESS

1. Overall Interview Tips/Procedure – [\(See Appendix C - “Interview Procedures” and the “Fellowship Interview Worksheet.”\)](#)  
The FRF President will schedule 60 minutes per Hawaii & California interviews (entire Board is interviewing either in person or via Zoom) to allow time between each interview which generally last about 30 minutes.



- a. Invite a Soroptimist member/College Representative to welcome each candidate and take two photos of each (one serious and one assuming the candidate had just been told she had been selected as a Fellowship award recipient).

SUGGESTION for the greeter: It is important for the greeter to engage the applicant in conversation until the interview appointment begins. That will help the applicants feel more at ease.

- b. Each board member asks an assigned question from the interview questions.

(See Appendix D for Interview Questions.)

2. Hawaii Interviews are held on a Friday/Saturday before the California interviews in early March at the University of Hawaii. All board members should attend either in-person or via a video conferencing platform and the interviews shall be recorded. Contact the Graduate Division Development Coordinator at UH. She/he will reserve an interview room and will arrange access to restrooms. Prior to the March board meeting, the President will provide the videos to any FRF board members who are unable to attend for review. The Board members not in attendance should review the videos before the California interviews.
3. California Interviews are held on the following Friday/Saturday (and possibly Sunday morning) after the Hawaii interviews, at a designated meeting location in the Bay Area or on an internet platform such as Zoom.
4. Selection Process
  - a. Using the current Interview Scoring Rubric (see Appendix D), each board member scores the candidates. The President records the scores and sorts the candidates by score.
  - b. Once the candidates have been selected, the President shall notify all interviewees of the results.
  - c. Once the Board selects the award recipients, the FRF President will assign board members to host recipients.
  - d. Board members will be responsible for contacting their assigned recipient before Conference to introduce themselves and answer questions.
  - e. Travel arrangements will be coordinated by the FRF President for those FRF award recipients traveling to California for conference from District V or to District V for conference from California. FRF will pay for the hotel room for each award recipient (Thursday and Friday evenings), Thursday dinner, Friday lunch and dinner, and transportation from the airport to the hotel and return. For those recipients arriving by car for the Friday evening reception and dinner, FRF will pay for their hotel parking and dinner.

## X. Amendments to FRF Procedures

- A. Amendments to the Founder Region Fellowship Procedures may be proposed by the Founder

Region Fellowship, Inc. Board of Directors during official board meetings.

- B. Unless otherwise stated, amendments to these procedures shall become effective immediately.
- C. These procedures may be amended at any Fellowship Board meeting by a two-thirds vote of the board, provided that any change which affects club procedures or operations shall not become effective until written notice has been given to each club in the region. Such notice shall specifically set forth the effective date of such change.

--00--

Created May 3, 2018 – Fellowship Board Meeting  
Amended June 23, 2020 – Fellowship Board Meeting  
Amended June 28, 2022 – Fellowship Board Meeting  
Amended November 13, 2022 – Fellowship Board Meeting  
Amended August 20, 2023 – Fellowship Board Meeting  
Amended February 11, 2024 – Fellowship Board Meeting

Appendix A - FRF Board Member Report Template

Appendix B - Worksheet for Application Scoring

Appendix C - Interview Procedures & Worksheet

Appendix D - Interview Questions

# APPENDIX A – DIRECTOR REPORT

## **FOUNDER REGION FELLOWSHIP, INC.** Quarterly/Conference Report

**DISTRICT:** \_\_\_\_\_

**FELLOWSHIP DIRECTOR:**

**REPORTING PERIOD:**

**DATE OF THIS REPORT:**

\*\*\*\*\*

Number of Clubs in District:

Number of Fellows in District:

Number of Monthly Giving Participants:

New Fellows:

Leveling Up Fellows:

District Meeting Drawing:

Other Event Drawings:

Clubs Visited:

Duties performed or Notable Events:

Comments/Concerns (only for the quarterly reports)

Submitted by:

Date:

# APPENDIX B – APPLICATION SCORING RUBRIC

## FOUNDER REGION FELLOWSHIP, INC.

### Application Scoring Rubric

APPLICANT \_\_\_\_\_ REVIEWER \_\_\_\_\_

SCHOOL \_\_\_\_\_ FIELD OF STUDY \_\_\_\_\_

**Autobiographical Essay:** Writes effectively and clearly. Include note of family support, obstacles faced, and interests outside of school. Achieves what she attempts and is self-improving.

Score: 1 2 3 4 5

#### **Autobiographical Essay #2: Volunteer/Mentorship**

Takes personal satisfaction in work and/or service to the community. Mentors other students in their field and/or is involved with women & girls.

Score: 1 2 3 4 5

#### **Autobiographical Essay #3: Future Plans**

Clear and comprehensive statement of purpose and identifies what are their next steps. Consider if plans are concrete and practical. Are they planning to work in a field traditionally held by men?

Score: 1 2 3 4 5

#### **Autobiographical Essay #4: Other Projects**

Are they working on other projects/research or have definite plans to pursue other topics.

Score: 1 2 3 4 5

**Field of Study:** Clear and comprehensive statement of purpose and identifies what her next steps are. States how she will implement her plans. Consider if plans are concrete and practical. Is she planning to work in a field traditionally held by men?

Score: 1 2 3 4 5 6 7 8 9 10

**Social Importance:** Clear and comprehensive statement of the social impact of their studies on women/girls or humanity. Consider overall impact on humanity/society.

Score: 1 2 3 4 5 6 7 8 9 10

**Soroptimist Mission:** Relates their studies to supporting the Soroptimist Mission. Will she be a strong voice for women?

Score: 1 2 3 4 5

**Budget:** Accurate record of financial need including income and anticipated expenses for completion of study. How much money does she need?

Income: \_\_\_\_\_ Expenses: \_\_\_\_\_

**Transcripts:** Records indicate high scholastic achievement. Note anything that might be of interest.

**Recommended for Interview?**

**TOTAL SCORE:** \_\_\_\_\_

    YES     NO     MAYBE

**Any further comments?**

# APPENDIX C - SCORING RUBRIC FOR INTERVIEWS

TOTAL POINTS \_\_\_\_\_/40

Reviewer: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Field of Study: \_\_\_\_\_

University: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

## ASSESSMENT RATING - SCORING 1 = LOWEEST HIGHEST # = Excels

### 1 Autobiographical Sketch 1 2 3 4 5

Question: Summarize your educational journey, obstacles, and any challenges you may have faced. Your dissertation/field of study will be asked about in a later question.

Notes

### 2 Filed of Study 1 2 3 4 5

Question: Please tell us about your volunteer and mentoring experience.

Notes

### 3 Future Plans 1 2 3 4 5 6 7 8 9 10

Question: Give a 2-3 minute summary about your research or doctoral program in layman's terms.

Notes

### 4 Social Importance 1 2 3 4 5 6 7 8 9 10

Question: Upon completion of your studies, what are your future plans and what specific steps will you take to accomplish them?

Notes

### 5 Budget 1 2 3 4 5 6 7 8 9 10

Question: How will the practical application of your work improve the lives of women or girls, or benefit society as a whole?

Notes

### 6 Candidate Statement: (NO POINTS)

Question: If you are awarded a Fellowship Grant, what are your most important financial needs?

TOTAL SCORE \_\_\_\_\_/40

YOUR RECOMMENDATION for AWARD: \_\_\_ YES \_\_\_ NO

## APPENDIX D

## INTERVIEW PROCEDURES

1. Persons present during Hawaii Interviews:
  - a. President, Fellowship Director, District V, Treasurer
  - b. Other FRF Board members via Zoom:
  - c. Silent Observer in person - Region Officer if resides in District V
  - d. Silent Observers via Zoom - Governor & Governor-elect
  - e. Candidates being interviewed.
  - f. Greeter - UH Manoa Staff or past Region/Fellowship officer.
  
2. Persons present during California Interviews:
  - a. President, Treasurer, All Fellowship Directors
  - b. Other FRF Board members via Zoom: Board members not able to attend in-person.
  - c. Silent Observers: Governor & Governor-elect
  - d. Candidates being interviewed.
  - e. Greeter - invite past Fellowship President
  
3. The Zoom Waiting Room feature will be used. Once the entire Board and Silent Observers are present in-person or online, the interviews will begin.

Note: We want to start and end each interview on time. Interviews are scheduled to begin on the hour. The interviews will be about 40 - 45 minutes in length since the entire board will be participating in all interviews. Absent an unanticipated event, all interviews will end at 45 minutes after the hour.

5. Dress & Environment
  - a. Dress professionally. I expect the interviewees to do the same.
  - b. Zoom attendees: Be in a professional environment. Please sit at a table or desk, not on bed or couch. Control Background noise. Mute your microphone if you are not speaking. Remember to unmute when you wish to speak.
  - c. If you wish to ask a question, please raise your hand. Zoom attendees should use your electronic hand-raising feature. President Kris will call on you. Please lower the electronic hand after your question is answered.
  
6. President will:
  - a. Introduce herself.
  - b. Talk very briefly about Soroptimist and the Fellowship program. (Theoretically, many of the applicants attended one of the information sessions held on Zoom last fall.
  - c. Ask the Board members to briefly introduce themselves. (see format below)
  - d. Ask the Silent Observers to introduce themselves. (see format below)
  
7. Board Members & Guests should introduce themselves by:
  - a. Name
  - b. Name of your Club
  - c. Position held on board or in Region
  - d. Geographical area that your position covers.

- e. Your occupation or your former occupation, if retired.
- f. Your higher education background and degrees, if applicable.

The Zoom Waiting Room feature will be used. Once the entire Board and Silent Observers are present in person or online, the interviews will begin.

Note: We want to start and end each interview on time. Interviews are scheduled to begin on the hour. The interviews will be about 40 - 45 minutes in length since the entire board will be participating in all interviews. Absent an unanticipated event, all interviews will end at 45 minutes after the hour.

NOTE: Please keep introductions brief but it is important to share our varied backgrounds with the candidates.

8. Questions will then be asked by the six board members (5 directors and treasurer). The questions will be asked in numerical order and by the assigned board member. Board members will ask their same assigned question to every candidate.
9. The FRF President will ask for follow up questions from the Board after each question has been answered. Follow up questions should be related to the original question and be brief. These questions are limited to ambiguities or inconsistencies that could make a significant difference to you in the selection process. These should be mainly a clarification prompt on a candidate's comments. **The candidate should NOT be asked to expand on their answers. This would give a particular candidate undue favoritism.**
10. As each interview concludes, bid the interviewee goodbye but otherwise wait in silence until the candidate has left. Then input information on your scoring sheet for that candidate, including totaling the score. Keep your score and impressions of the interviewee of yourself until all interviews have been conducted and the discussion of the interviewees is opened. That will occur after our last interviews in California. Note: You can take notes during the interviews but try to smile and make eye contact occasionally with the candidate.
11. Using email to FRF President only, each board member will provide her with all of that board member's total scores from the interviews in both Hawaii and California. In-person California attendees can provide the scores to the President in person as well, but do not let others see your scores.
12. The FRF President will then finish the spreadsheet with the score averages and sort highest to lowest score, again as a starting point for the Board's discussion of which interviewees will receive the 2023 Fellowship awards. She will email the spreadsheet to all board members and will also screen share during the Board's discussion on Sunday if anyone is attending via Zoom.
13. Once the Fellowship award recipients have been selected, the FRF President will assign a board member to each awardee to host and introduce them at conference. The FRF President will make the initial contact to notify the winners and make the introduction of their host board members. She will also notify those not selected for an award and thank them for their submission.