



BOARD PROCEDURES

Founder Region Fellowship, Inc.

Amended – June 28, 2022

TABLE OF CONTENTS

DESCRIPTION	PAGE/S
Table of Contents	2 – 3
I. Officers & Fellowship Directors – Duties	4 – 8
A. President	4 – 5
B. Secretary	5
C. Treasurer	5 – 7
D. FRF District Directors	7 – 8
E. Recusal of a Board Member	8
II. Finances	8 – 10
A. FRF Treasurer	8
B. Travel Reimbursement Expenses	8 – 9
C. New Fellows	9 - 10
1. Processing New Fellows – Treasurer Duties	9
2. Processing New Fellows – District Director Duties	9 - 10
III. Fundraising	10 – 12
A. District Meeting Raffle Tickets	10 – 11
B. Conference Fundraiser	11
C. <i>February is Fun for Fellowship</i>	11
D. Dorothy Sarnes Memorial Fund	11 – 12
E. Monthly Giving	12
F. Individual or Club Donations	12
IV. Fellowship Board Calendar (General Guidelines)	12 – 14
A. May: Meeting - Post-Conference	12
B. August: Meeting – Planning	12 – 13
C. September – October: Prepare for District Meetings	13
D. November: Board Meeting	13
E. October – June	13 - 14
F. February: Meeting - Application Readings	14
G. March: Applicant Interviews	14
H. April/May: Meeting - Pre-Conference	14
V. Founder Region Fellowship Directors’ Role at the Presidents’ Roundtable (PRT) Meetings	14 - 15
A. In General	14 - 15
B. August/September PRT	15
C. November/December PRT	15
D. February PRT	15

DESCRIPTION	PAGE/S
VI. Founder Region Fellowship Board's Role at the District Meetings - Planning, Preparation & Execution	16 - 17
NOTE	16
A. August FRF Board Meeting	16
B. Following the August Board Meeting	16
C. Distribution of Raffle Tickets at PRT's	16
D. Two Weeks Prior to the District Meeting	16
E. Day of the District Meeting	17
F. Following the District Meeting	17 - 18
VII. The Role of the FRF Board at the Annual Founder Region Conference	18
VIII. Fellowship Awards Application / Selection Process	18 – 22
A. September/October/November: Applications Released	18 - 19
B. January: Receiving Applications	19 - 20
C. February: Meeting – Applications Reading	20
D. March: Interviews & Selection Process	21 – 22
IX. Amendments to FRF Procedures	22

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 e-mail prior to meetings to board members.
 6. Shall conduct all meetings of the FRF Board.
 7. Will not cast a vote on issues before the Board unless the Board members are evenly divided on an issue.
 8. Review the annual Founder Region calendar in May at the post-conference meeting with the FRF Board.
 9. Review the FRF Bylaws and Procedures with directors at the first board meeting of the Biennium.
 10. 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 FR Governor and shall maintain a copy of the Board-approved minutes.
 11. Work with the website manager to keep the FRF website up-to-date.
 12. Notify all universities/colleges within Founder Region boundaries which have doctoral programs about the Fellowship awards and provide them with application materials.
 13. Receive and review applications from Fellowship applicants for completeness. Distribute the applications to the FRF board members electronically.
 14. Arrange times and sites for Fellowship applicant interviews.
 15. Notify the applicants of the Board's awards decisions.
 16. Arrange for the creation and printing of the Fellowship program for the Friday evening awards dinner at region conference.
 17. 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.
 18. 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).

19. Provide the basket raffle tickets or number logs for the fall District Meetings to FRF Directors by the August board meeting.
20. Maintain the master Fellow List. Maintain a “New Fellows” report of all new Fellows or existing Fellows who are leveling up during the Biennium. Provide copies to board members at regular intervals or as needed.
21. 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. 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 either approved the minutes as presented or as corrected, the Secretary will forward the approved minutes to the FRF Board and FR Governor in a timely manner 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 included in the Founder Region Conference Proceedings 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.

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. The letter shall include a “thank you for donation” comment as well as FRF’s IRS tax ID number. (See *Forms Manual* for example.)
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. Provide copies to board members before each board meeting or upon request by the FRF President.]
15. Unless circumstances deem it better to have an annual budget for each year of the biennium, maintain a biennial budget worksheet. Work with the FRF President to review the proposed budget drafted by the prior biennium board members. With the President, make any changes each year for presentation to the FRF Board at the August or November board meeting. Periodically review the budget (approved by the new Board) versus actuals with the President and the Board.
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. Complete Financial Review.
 - a. Maintain complete and accurate records regarding Fellowship Monthly Giving.
 - b. 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.
 20. See the Treasurer's duties for processing new Fellows as well as for additional information contained in the *Treasurer's Manual* when updated and completed.
 21. Participate each year in the Board's selection of Fellowship award interviewees and award recipients.
 22. 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.
 23. Undertake other duties as needed or as directed by the FRF President.

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. Unless circumstances otherwise dictate, adopt a two-year budget by the November FRF Board meeting in the first year of the Biennium. Periodically review and revise the budget as necessary.
5. At the November 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 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.
 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.

E. 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.

II. Finances

A. FRF Treasurer: See *Treasurer's Manual* when updated and completed.

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. Types of travel expenses include the following.

NOTE: Each person submitting a claim for reimbursement must submit a completed voucher, itemizing each claimed. (See the *Forms Manual*) along with receipts for each item. All expenses for reimbursement must be approved by the FRF President.

1. Air

Travel by air shall be reimbursed at the economy class rate on the least expensive scheduled airline whenever possible. The cost for any upgrades (including "Extra Comfort" seats) shall be absorbed by

the board member with that reservation or by the Fellowship recipient (for that person's reservation).

2. Mileage

Round-trip mileage to attend all official meetings such as FRF Board meetings, Presidents' Roundtables, District Meetings, Conferences, Fellowship interviews and club meetings (when attending in a FRF official capacity such as giving a presentation or presenting a Fellow) and excluding social events shall be vouched at a rate determined by the FRF Board at the beginning of each year of the biennium and shall not exceed the IRS business rate for mileage reimbursement. Bridge tolls and parking shall be reimbursed at the amount charged; parking receipts shall be submitted with the completed voucher.

3. Hotel

- a. FRF will pay for two FRF board members to a hotel room. However, if any board member wishes to have her/his own room, FRF will pay one-half of the cost (including one-half of the applicable taxes) of that room, with the board member paying the remainder of the bill. NOTE: For the designated Fellowship board members attending the Hawaii Fellowship interviews, those board members are expected to arrive on the Thursday immediately before the interviews and depart no later than the Sunday immediately after the interviews.
- b. FRF may pay for a hotel room for each Fellowship award recipient registered at a university in a state different from that in which the FR annual conference is being held.

4. Meals

If a board member wishes to request reimbursement for a meal, she/he shall submit a receipt along with the reimbursement claim form for the meal. Reimbursement, if any, will be determined by the Fellowship president. NOTE: FRF will not reimburse for alcoholic beverages.

C. New Fellows

1. **Processing New Fellows – Treasurer Duties** – See *Treasurers Manual* when it is updated and completed.
2. **Processing New Fellows – District Director Duties**
 - a. If a "New Fellow Information Form" (see *Forms Manual*) 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.

- b. If a completed "New Fellow Information 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 member with her/his pin and certificate. The Director is responsible for creating the certificate.
- c. Each Director shall maintain a log of new Fellows/new levels in her/his District to compare against the FRF President's/Treasurer's list.

III. Fundraising

A. District Meeting Raffle Tickets: The Fellowship Basket Drawing at each of the District Meetings every year is a Fellowship fundraiser. Each club donates a Gift Basket 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 club members. (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.
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 to the district meeting.

Due to the geographical distribution of clubs in District V, the FRF President will mail the District V clubs' tickets via USPS Certified Mail – Return Receipt Requested as soon as possible after the August FRF board meeting. Depending on the location of the

District V PRT, the District V Director should attend the PRT meeting via Zoom or similar platform unless other arrangements have been made.

- 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 raffles/sales. Those who win the drawing(s) are made Fellows or will advance to the next Fellow level if applicable.

At the August 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 to assist however you can.

D. Dorothy Sarnes Memorial Fund

The Dorothy Sarnes Memorial Fund was established in 2017 to recognize the contributions Dorothy Sarnes made to Founder Region Fellowship as well as to create an additional revenue stream to help fund the Fellowship program.

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
 - 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” (see *Forms Manual*) to be completed by the donor. 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. 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.

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 at which time the donor can name a Fellow. Many clubs include a line item in their annual budget for Fellowship Giving.

IV. Fellowship Board Meeting Calendar (General Guidelines)

A. 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.

B. August: Fellowship Board Meeting - Planning

1. Set Budget and fundraising goals
2. Set Dates and Objectives
3. District Meeting Plans (raffle)
4. Raffle 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. Theme for Conference sales and rules
7. Plan the Fellowship presentation at District Meetings

C. September to October: Prepare for District Meetings

1. Raffle tickets or number logs/basket information to be sent to club presidents.
2. FRF District Directors pass on information about tickets or number logs/baskets at their respective Round Table meetings with club presidents.
3. FRF District Directors receive checks for raffle ticket or number sales.
4. District Meetings are held.
5. FRF District Directors attend the District Meeting and collect Fellowship raffle tickets or the number log sheets.
6. Fellows are drawn/Basket winners are drawn.

D. November: Fellowship Board Meeting

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.

E. October to June:

1. Fellowship President and District Directors to research eligible universities and contacts.
2. Fellowship Board should plan for Zoom information sessions about the Fellowship awards program at accredited institutions of higher learning located in Founder Region.
3. FRF Directors attend club meetings & events.
4. FRF President prepares fellowship applications & sends them out.
5. FRF President posts Fellowship Application on FR Website no later than November 15.
6. 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 materials to eligible institutions of higher learning in Founder Region.
7. FRF President to receive applications & supporting documentation and distribute to FRF directors.
8. Directors continue to attend club meetings in person where geographically possible and via internet platforms if available.
9. Directors encourage members and others to become Fellows and present new/level up Fellow certificates & pins.

10. Directors pre-sell conference fundraiser item(s).
11. Directors encourage *Fun for Fellowship* games in February.

F. February: Fellowship Board Meeting - Readings

1. Before arriving at the February Fellowship Board meeting, directors shall read applications, and evaluate/score each applicant using a Scoring Sheet. (See *Forms Manual* for sample.)
2. At the board meeting, the Board members shall discuss and select interviewees.
3. The FRF President notifies applicants of the results and schedules interviews for Hawaii and Northern California.

G. March: Fellowship Board Meeting – Applicant Interviews

1. Directors stay over long weekend to interview applicants, review the video of interviews with Hawaii finalists, discuss, score and select Fellowship award recipients.
2. The President shall assign Director tasks for conference.
3. The President shall:
 - a. Prepare invitations for reception
 - b. Prepare and print brochures about awardees
 - c. Prepare the FRF History Update
 - d. Decide on Pictures/Entertainment for the Friday evening Program
 - e. Design program script with the Fellowship Directors and Treasurer.

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.

V. 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/September, November/December and February.

The Fellowship District Director should plan to attend all the PRT's. If the region District Director does not provide the FRF

District Director with the meeting dates, it is the FRF District 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 District Director 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 meeting 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 raffle tickets (for the FRF fundraiser held at the District Meeting) or number logs, to present to each club president. Talk about the Fellowship Basket Raffle, review packet contents, discuss the process of returning sold tickets and checks, and emphasize deadlines.

C. November/December PRT

You may want to suggest a fun activity that club members can do to celebrate/raise funds for "Fun for Fellowship" month.

In addition, speak briefly about the 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

Talk with the club presidents. Distribute the Conference FRF fundraiser flyer and describe how the sales will work. Speak briefly about how funds raised from the sales will be used to award new Fellows at the annual FR conference. 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.

VI. Founder Region Fellowship Board's Role at the District Meetings: Planning, Preparation & Execution

NOTE: FRF District 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.

A. August FRF Board Meeting

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

B. Following the August Board Meeting

1. Prepare and finalize PowerPoint Presentation and Script to accompany it. Typically 15 to 20 minutes is allocated for the presentation. The PowerPoint presentation shall be reviewed and approved by the FRF President.
2. Once approved by the President, the President shall e-mail the PowerPoint and Script to the FR Governor and FR Secretary. The FR Secretary will load the PowerPoint onto the laptop that will be present at the District Meeting. FRF Directors should bring the PowerPoint on a thumb drive (as a backup) and should also bring two copies of the script.
3. If the District Meeting will be held in person, the FRF president shall e-mail the FR district directors to request needed tables and chairs for raffle baskets and ticket sales (e.g., two tables for raffle baskets and two tables with four chairs for raffle ticket/number log sales).

C. Distribution of Basket Raffle Tickets at Presidents' Roundtables

See discussion on page 15.

D. Two weeks prior to the District Meeting:

FRF District Directors shall:

1. E-mail the club presidents in their respective districts, reminding them to:
 - a. Return all sold ticket stubs/number logs, unsold tickets and club check to their FRF District Director; and
 - b. Bring their club's Fellowship basket to the District Meeting.
2. District Directors to confirm with the region District Directors that there will be table tents for the baskets identifying the clubs by name. If not, bring table tent cards for each club's baskets in your respective district.

E. Day of the District Meeting

1. Bring PowerPoint Presentation or other electronic presentation (two copies on two separate thumb drives).
2. Bring copies of the Script for the speakers and the person running the PowerPoint.
3. Work with the FRF President to draw names for the basket winners/or use a cell phone 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. Each board member should bring the following supplies:
 - Tape
 - Stapler
 - Scissors
 - Staple Pull
 - Pens
5. FRF District Directors shall also bring:
 - a. Presold Tickets and Monies
 - b. Unsold Tickets
 - c. Number logs if logs were used
 - d. A Credit Card Reader
 - e. A notebook
 - f. New Fellow Information Forms – Each District Director to bring forms with their District's information
 - g. Monthly Giving Pledge Forms
 - h. A large basket/acrylic box in which to place and mix sold ticket stubs.
 - i. Cash Box or Bank Bag to collect monies
 - j. Bring Brochures to hand out to every member and an extra supply on the table.
 - k. Incentive gifts for signing up for the Monthly Giving program, along with a flyer/stand. (FRF President will provide the gifts.)
 - l. 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.

F. Following the District Meeting:

1. The FRF Director 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. Each Director shall provide a copy of

- the completed Monthly Giving pledge form(s) to the FRF Treasurer and President.
2. Each FRF District 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. Be sure to have the winner(s) fill out the New Fellow Information Form if it was not completed at the District Meeting.

VII. 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. Make their respective district reports at the Saturday Fellowship business meeting. (See *Forms Manual* for the FRF board member report template.)
- E. Sell fundraising items and, for every \$1,000 raised, conduct a raffle for Fellow winners;
- F. Announce new Fellows; and
- G. Attend the post-conference board meeting.

VIII. Fellowship Awards Application / Selection Process

A. September/October/November – Applications

The FRF President will:

1. Update and post the Fellowship award application on the FRF website. (Suggestion: Do this in Word/PDF and then as a Google document.) Ideally, the application on the website should be one that can be printed and filled out manually or one completed online.
2. Review, update and post the applicant Financial Form on the FRF website.
3. Create a multi-use brochure for the applicants, universities and Soroptimist members. To minimize costs, the brochure should be suitable for longer than the current Biennium.
4. 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.

5. Letter to Universities

- a. Include with the letter an application, applicant expense form and brochure. The FRF President mails/emails letters each year of the biennium to accredited institutions of higher learning in Founder Region and makes several contacts via email, asking the contacts to have application information distributed through their internal newsletters and other sources.

With more and more dependence on technology, use of the internet to locate and contact representatives is cost and time effective.

- b. Universities to which applications may be sent include the following (if accredited and operating in Founder Region):
 - California Sate University, East Bay – Hayward
 - Dominican University of California – San Rafael
 - Golden Gate Baptist Theological Seminary
 - 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

B. January – Receiving Applications

The FRF president will receive completed applications by the published deadline in January of each year.

The FRF President shall:

1. Set up an electronic folder names with the year, e.g., “2023 Applications” or “2023 Recipient Files.” In this folder, begin creating folders for each applicant by last name, first name. As application material is received, save these documents in each

applicant's file. Save them all as PDF files – some will come in in Word, Excel, or other formats.

2. Set up a tracking worksheet. Give each application an identifier, e.g., UH-01 or UCB-02. (college abbreviation, and the number is the order in which the applications were first received. (See the *Forms Manual* for a copy of the tracking sheet.) As the materials arrive, check them off. Once an application is complete, it then needs to be compiled into one PDF document, and provided to each Fellowship Director, using Emails, DropBox, or similar. At the time the file is created, the FRF Board President should print a copy to have in a folder or download to a thumb drive which can be taken to the readings and interview sessions.

Some of the documents may arrive by U.S. mail (e.g., transcripts). These original documents should be scanned and added to the applicant's folder. In addition to the PDF file, complete an evaluation document in Word to be used by the directors to evaluate the applications. (See the *Forms Manual* for the "Worksheet for Fellowship Applicant--Reading.")

C. February Meeting: - Applications Reading

1. Establish the process to use before proceeding. For example:
 - a. 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 average score for each applicant. The applicants are ranked by the average score for each. The discussion process begins.
 - During the discussion, it is especially important to discuss viewpoints when there are very high and very low scores for a candidate. Have each Director explain her/his rating. After discussion, the Directors 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). This will take time, but it is extremely important to get everyone's ideas.
2. The President contacts all applicants to advise each if advancing to the interview phase. The President also works with the selected interviewees to schedule each interview. If a candidate is not available for the in-person interview, the President will work with the candidate to arrange another interview time either in-person or via an electronic platform.

D. March - Interviews & Final Selection Process

1. Overall Interview Tips/Procedure – (See *Forms Manual* for the “Interview Procedures” and the “Fellowship Interview Worksheet.”)
 - a. The FRF President will schedule 45 minutes per Hawaii interview and 60 minutes per California interview (entire Board is interviewing) to allow time between each interview which generally last about 30 minutes.
 - b. Invite a past Governor or past Fellowship Board member 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). NOTE: The background of the photos is extremely important. If a Fellowship banner is available, it can be used as the background.
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.
 - c. Each Director takes a question, rotating the questioning for each interview. (See suggested Interview Questions in the *Forms Manual*.)
2. Hawaii Interviews are held on a Friday in early March at the University of Hawaii or on an internet platform such as Zoom. Contact the Graduate Division Development Coordinator at UH. She/he will reserve an interview room and will arrange for an IT person to record a video of each interview and will provide the videos to the FRF President. Prior to the March board meeting, the President will provide the videos to the FRF board for review. The Board members should review the videos before the California interviews.
3. California Interviews are held on the following 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 an Interview Scoring Sheet (see *Forms Manual*), each Director scores each interviewed candidate. The President records the scores and sorts the candidates by score. Use this as a starting point for the overall ranking and selection. Discuss high and low scores. Ensure that everyone is comfortable with the rankings. Allow enough time to thoroughly discuss the candidates. This can be

somewhat subjective – the scores may not be the only consideration but having the discussion can change people's minds. Don't rush this process.

- b. Once the Board selects the award recipients, the FRF President will assign a board member to each candidate.
- c. After the FRF President notifies the interviewees of the results and so advises the FRF Board, the assigned board member will be responsible for contacting the award recipient before the Conference to introduce herself, and provide information regarding the Conference and Fellowship reception and banquet.
- d. Once the candidates have been selected, they can be notified by the President that day if time allows. Otherwise, the President shall notify all interviewees of the results of the interviews as soon as possible after the end of the board meeting.
- e. Travel arrangements will be coordinated by the FRF President for those Fellowship award recipients traveling to California for conference from District V or to District V for conference from California. Fellowship 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.

IX. Amendments to FRF Procedures

- A. Amendments to the Founder Region Fellowship Procedures may be proposed by the Founder Region Fellowship, Inc. Board of Directors.
- B. Unless otherwise stated, amendments shall become effective on July 1 following the approval of the amendments.
- 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

THIS PAGE INTENTIONALLY LEFT BLANK.