

April 21, 2022 Aase Legacy Drive Doc

MUN Travel Sponsorship Program Guidelines of the Lynn Aase MUN Legacy Foundation

Description

The following guidelines ("Guidelines") address financial assistance to the Huntington Beach High School ("HBHS") MUN Program ("Program"), its students, faculty, and staff as provided for in Section 9.11 of the Bylaws of Lynn Aase MUN Legacy Foundation, Inc. (the "Foundation"), and are subject to review and revision by a two-thirds majority of the Board of Directors (the "Board").

Nothing in these Guidelines shall be construed to override or replace the Foundation's Articles of Incorporation, Bylaws, or Board-approved actions and decisions during regularly noticed meetings.

Aase Fund Travel Sponsorship Program

The Lynn Aase MUN Legacy Foundation has established a fund ("Aase Fund") for a Travel Sponsorship Program to provide subsidies to qualified students who need financial assistance to attend and participate at advanced MUN conferences.

Per Sect. 9.11 (a/b/c) of the Bylaws, the Board of Directors shall establish a Committee ("Committee") to oversee the Travel Sponsorship Program and make recommendations to the Board regarding selection of recipients, eligibility of costs to be subsidized, method of disbursement of funds, updates to eligibility guidelines, and any other matters that affect the Foundation's ability to implement its mission.

Membership of the Travel Sponsorship Program Committee shall consist of not fewer than three (3) nor more than five (5) members drawn from the Board. Members of the Committee will be nominated, appointed and approved by a simple majority of the Board of Directors during the regularly noticed meeting held not later than July 1 of each year. Members of the Committee shall serve for a period of one (1) year, with reappointment or replacement by the Board according to membership needs and availability. Members of the Committee shall also be replaceable outside of the normal, yearly voting-appointment cycle at a member's own request, or due to incapacity or death, or due to incompetence as determined by a majority of the Board. The Committee will provide reports at regularly scheduled Board meetings; minutes of the Committee meetings will be taken by a designated Committee member and approved by the Committee prior to submission to the Board. Committee recommendations will be presented to the Board for final approval.

Information contained in the applications of students seeking financial assistance shall be held confidentially and shared only by members of the Committee and the Board of Directors per “Student Records - Confidentiality and Preservation Under Federal and State Law” as issued by the Orange County Department of Education (2015).¹ As described in these Guidelines, solicited information will be sufficient to determine merit and need. The Foundation may share the names of awardees and information about their funded experiences publicly, e.g., for Foundation promotion and recruitment, only with the signed consent of awardees and their parents or legal guardians. Such consent will not be a factor in determining a student’s eligibility for funding.

¹ <https://ocde.us/LegalServices/Documents/Student%20Records%20-%20Confidentiality%20and%20Preservation%20Workbook%20June%202015.pdf>

Application and Scope

Funding HBHS MUN Program Students

Donations provided to the Foundation, and all financial disbursements therefrom, shall accrue to enrolled Huntington Beach High School students in good standing, specifically qualified students in need of financial assistance for travel, lodging, meals, registration, and incidental costs related to attending and participating in advanced MUN conferences before graduation.

Biannual Forecast of Need

To assist the Foundation in its financial planning, HBHS MUN Program faculty will file a general Forecast of Need twice yearly by August 31 and January 31. The Forecast of Need shall 1) provide a brief list of anticipated MUN activities with cost estimates; and, 2) identify the potential number of students who meet the criteria of Merit and Need set forth within these Guidelines, along with their estimated expenses.

Students who meet the criteria of Merit and Need within these Guidelines shall be identified within the forecast, along with their estimated financial needs and the purpose and destination of said expenses (e.g., travel, lodging, registration fees, etc.).

The Foundation will provide feedback to HBHS faculty and staff within 30 days of receiving biannual forecasts regarding available funds for students in need.

Emergency and Contingency Funds

Under extraordinary circumstances, such as when the Program and/or students are unable to continue participation at an advanced MUN conference, and/or during significant unforeseen, logistical emergencies, and where the normal decision-making process and timeline of the Travel Sponsorship Program proves unfeasible, a majority of the board is empowered to approve such funds upon request by the HBHS MUN senior-most faculty on site.

Disbursement of such funds will be made as a loan that the recipient(s) will be obligated to repay, by signed agreement, unless the Board subsequently decides to waive repayment by two-thirds vote of the Directors. Emergency use of Aase Funds shall be drawn from unrestricted funds.

Merit and Need

Funds are to be provided for enrolled students who have demonstrated both Merit and Need and where an absence of said funds would otherwise render them unable to compete at an advanced conference. Students qualified to receive such funds shall merit selection for the indicated MUN activity using the same criteria of academic merit as their academic peers— independent of immediate personal financial resources available to them or their families—and according to the direction of faculty using the academic and experiential standards demanded of all students.

Criteria and indicators for Merit shall include, but not be limited to:

- 1) Academic achievement. Indicators: grades especially in coursework relevant to MUN, and faculty recommendations.
- 2) Proficiency in written and oral communication and other skills needed for MUN. Indicators: Submitted statements/essays, faculty assessments, extracurricular or practical experience.
- 3) Participation or demonstrated potential to participate in MUN conferences or related activities. Indicators: Track record in MUN conferences or related activities, faculty or peer recommendations.
- 4) Dedication to the values embodied by Lynn Aase, including integrity, selflessness, inclusiveness, commitment to excellence, hard work. Indicators: Concrete examples of devotion to MUN (e.g., preparation for conferences, fund-raising), public service, teamwork.

Criteria for establishing financial Need, in order of priority, shall include, but not be limited to:

- a) Students' personal and family funds being chronically insufficient to meet essential costs associated with travel, lodging, registration, and incidental costs for participation in MUN events and activities;
- b) Students having not previously received financial assistance from the Aase Fund within the same academic year;
- c) Students' families that would normally be capable of financing their participation, but which are suffering from immediate or unforeseen financial hardships that prevent them from meeting their students' expenses.

Alongside academic and experiential merit, and financial need, special needs may also be considered for those applying for financial assistance from the Foundation, including costs related to disabilities, non-financially related personal and/or family hardships, and similar contingencies. These should be indicated in the written statement portion of the Application.

Application for Funds

At least twice a year, at the beginning of each academic semester, MUN Program faculty shall inform all eligible MUN students of the existence of the Aase Fund, and encourage qualified students in need to apply for financial assistance to participate in advanced conferences.

Student Applications

With the written consent and affidavit of parent(s) or guardian(s), students seeking financial assistance from the Foundation shall make their needs known in a completed Application delivered to the Committee not less than 30 days before first payment of expenses are due.

Application forms shall include the following information:

- Name and address of applicant
- Class level of applicant and anticipated year of graduation
- Name and address of parent(s) or guardian(s)
- Conference name and date
- Estimated, itemized expenses (e.g., travel tickets, lodging, food, registration fees, curricular materials, special events) to participate
- Description of Merit: student's background in MUN and statement why student deserves to go to the conference. (This merit portion can be the application you turned in to the advisor to compete at the conference.)
- Description of Need: how student and student's family will contribute (savings from student job, parents' contribution, contributions from relatives etc.) and how meeting the full costs would be a hardship under student's financial circumstances
- Signature of student and at least one parent or guardian attesting to the truthfulness of the Application
- Signature of senior MUN faculty member 1) attesting to the applicant's academic merit for the intended activity and 2) certifying the represented costs as true and correct.

The information will be included in a written statement not to exceed 500 words, authored by the student applicant. In addition to the Application, if needed, the Committee may, at the discretion of a majority of its members, also request additional statements, essays, and other compositions by applicants within an academic year, to determine merit and need and/or to differentiate between multiple applicants competing for limited funds. Upon notice, students shall be allowed at least two weeks to respond in writing to such requests. To ensure an even playing field, students competing for the funds within the same funding cycle shall answer to the same request(s) for additional compositions.

Misrepresentations of Application information, including false statements of financial need, plagiarized authorship of statements, essays and other compositions requested by the Committee, and/or distorted personal facts relating to financial need shall disqualify applicants from receiving financial assistance from the Foundation.

Conditions, Exceptions and Variances

When possible, combined disbursement of funds for travel to-from events, lodging deposits, and event registration that exceed \$5,000 shall require cancellation insurance, includable as a Foundation line item within the request.

Funds shall not be dispensed for unrecoverable costs where the risk and likelihood of cancellation (e.g., due to foreseeable interruptions, student-family cancellations, etc.) are deemed unacceptably high.

Receipts and Accounting

Grants made to individual students based on merit/need for a particular conference shall be used solely for the student and conference indicated. Aase Fund funds will be disbursed into the awardee's student account for the indicated expenses, and the Foundation will receive copies of receipts within 30 days after the conclusion of the conference to demonstrate the funds were spent solely on the chosen students for the expenses indicated.