

CHAPTER SCHOLARSHIPS: WHERE DO WE BEGIN?

Presented by:
Zulay Millan, CPPO, CPPB, FCCM
Diane Wetherington, CPPB, FCCM



TOPICS FOR DISCUSSION

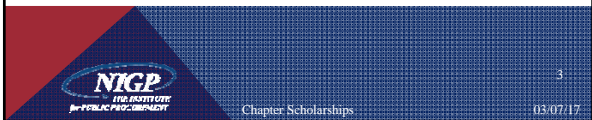
- Program Intent
- Funding Strategies & Considerations
- Legal Implications
- Program Development
- Program Management
- Performance Measures



POLLING QUESTION

Does Your Chapter have a scholarship program?

- Yes
- No



PROGRAM INTENT
Who are you trying to reach?

NIGP
THE INSTITUTE
for PUBLIC PROCUREMENT

03.07.17

POLLING QUESTION

What is your program objective?

- Students
- Member Classes
- Member Professional Development
- Certification

NIGP
THE INSTITUTE
for PUBLIC PROCUREMENT

Chapter Scholarships

03.07.17

WHAT ARE YOUR OBJECTIVES?

- Engage Students
- Increase Member Engagement
- Increase Certified Membership
- Increase Formally Educated Membership
- Supplement Agency Professional Development Budgets
- Support New Members
- Support Seasoned Members
- Support Retirees

NIGP
THE INSTITUTE
for PUBLIC PROCUREMENT


Chapter Scholarships

03.07.17

WHAT ARE THE NEEDS OF THE MEMBERSHIP?

- What agencies are in most need of funding?
- What percentage of membership is retiring within the next 5 years?
- What percentage of membership is eligible for certification?
- What percentage of membership is not yet eligible for certification?
- Are you able to recruit interns and students?

HAVE YOU PERFORMED A NEEDS ANALYSIS?



Chapter Scholarships 03/07/17

FUNDING
Strategies & Considerations





03/07/17

POLLING QUESTION

How do you fund your programs?

- Trade Shows
- Reverse Trade Shows
- Fund Raisers
- Operating Budget



Chapter Scholarships 03/07/17

HOW WILL YOU FUND THE SCHOLARSHIP?

- Reverse Trade Shows
- Traditional Trade Shows
- Speed Buying @
- Fund Raisers
- Golf Tournaments
- Social Events
- Corporate Sponsorships
- Soliciting Contributions



Chapter Scholarships 03/07/17

HOW WILL YOU MANAGE THE FUNDS?

- Co-mingled funds
- A separate account
- Endowments/ Investments
- Funds disbursed as expenditures
- Funds processed as reimbursements
- Will funds roll from year to year?
For how long?



Chapter Scholarships 03/07/17

BREAK FOR QUESTION AND ANSWER
Share! Share! Share!



mine
yours
OURS



03/07/17

LEGAL IMPLICATIONS
What do we need to know?

NIGP
THE INSTITUTE FOR PUBLIC PROFESSIONALISM

Chapter Scholarships 03/07/17

REGULATORY CONSIDERATIONS

- **Consult with your Chapter Accountant or Taxing Authority**
 - IRS rules are designed to make sure that scholarship programs benefit a broad charitable class of beneficiaries and that the process is non-discriminatory.
 - Any scholarship that you give directly to an individual student must meet special rules so the money does not count as taxable income for them. The student will have to verify that the scholarship is spent only on tuition, fees, or supplies. Also, the student must be pursuing a degree at their college or university. It is advisable that these funds be paid directly to the student's school.
 - You must ensure that any non-U.S. citizen who receives a scholarship is not on a published "Specifically Designated Nationals" terrorism watch list.
<https://sanctionssearch.ofac.treas.gov/>

NIGP
THE INSTITUTE FOR PUBLIC PROFESSIONALISM

Chapter Scholarships 14 03/07/17

REGULATORY CONSIDERATIONS

- **Consult with your Chapter Accountant or Taxing Authority**
 - The type of scholarship funds that chapters generally provide to chapter members—awards to attend a professional conference or training session, which may include registration fees and travel and lodging expenses—likely do not qualify **are likely taxable as income to the recipient**
 - It is the responsibility of the recipient, and not the chapter to determine whether and to what extent the award must be included in the recipient's income for income tax purposes.
 - The Chapter is obligated to issue a Form 1099-Misc. for each person to whom the chapter has paid at least \$600 in prizes, awards, and other income payments during the year.

NIGP
THE INSTITUTE FOR PUBLIC PROFESSIONALISM

Chapter Scholarships 15 03/07/17

PROGRAM DEVELOPMENT
Soup to Nuts

NIGP
THE INSTITUTE FOR PUBLIC PROCUREMENT

03/07/17

PROGRAM TYPES

- Student Scholarships
- Limited Purpose Scholarships (Forum, Certification, etc...)
- Point Accrual Scholarships
- Merit Based Scholarships
- Award Benefits
- Competitive Scholarships
- Agency Scholarships
- Lottery Scholarships
- Grants
- Subsidies
- Sponsorships
- Contests

NIGP
THE INSTITUTE FOR PUBLIC PROCUREMENT

Chapter Scholarships

03/07/17

ELIGIBILITY CRITERIA

- Length of Membership
- Attendance
- Geographic Limits
- Agency Size/Budget Constraints
- Chapter Contributions
- Employment Status (Employed, Transitional, Retired)
- Access to other available benefits (I.e. employer funding or tuition reimbursement)

POST AWARD OPPORTUNITIES

- Publish Articles
- Collect Testimonials
- Obtain a Commitment


NIGP
THE INSTITUTE FOR PUBLIC PROCUREMENT

Chapter Scholarships

03/07/17

PROGRAM DOCUMENTS

- **By-Laws (Major Program)**
 - Protect Major Funding
 - Member Eligibility
- **Policies**
 - Approved Uses
 - Eligibility Criteria
- **Procedures**
 - Deadlines
 - Applications, Back-up Documentation and Logs



NIGP
THE INSTITUTE
FOR PUBLIC PROCUREMENT

Chapter Scholarships

19

03/07/17

BREAK FOR QUESTION AND ANSWER
Share! Share! Share!

mine
yours
ours



NIGP
THE INSTITUTE
FOR PUBLIC PROCUREMENT

03/07/17

PROGRAM MANAGEMENT
DO YOU HAVE SUSTAINABLE RESOURCES?




NIGP
THE INSTITUTE
FOR PUBLIC PROCUREMENT

POLLING QUESTION

How many resources do you have to manage this program?

- 1
- 1-3
- 3-5



Chapter Scholarships 03.07.17 22

IS MY PROGRAM SUSTAINABLE?

- Is our funding consistent?
- Is my volunteer base adequate and consistent enough to manage this program from year-to-year?
- Do we have resources for marketing?
- Do we have mechanisms for tracking?
- Can we make timely disbursements?
- Do we have resources to thoroughly audit applications?
- Do we have resources to thoroughly audit the program?
- Can we comply with IRS requirements and deadlines?
- Do we have consistent applicants?



Chapter Scholarships 03.07.17 23

PERFORMANCE MEASUREMENT
HAVE WE BEEN EFFECTIVE?



03.07.17

MEASURING EFFICACY

- **Regular Survey & Continual Program Improvement**
- **Follow-up on award**
 - Certifications Achieved
 - Degrees Awarded
- **Routine Needs Analysis**
 - Compare Results
- **Testimonials**



NIGP
THE QUALITY
IN PUBLIC PROCUREMENT

Chapter Scholarships

25

03/07/17

QUESTION AND ANSWER
Share! Share! Share!



mine
yours
OURS

NIGP
THE QUALITY
IN PUBLIC PROCUREMENT

03/07/17
