



Delta Tau Alumni Chapter

Chapter of Sigma Nu

Oregon State University

Scholarship / Academic Incentive Programs

Policy & Procedures

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Delta Tau Alumni Chapter Scholarship Policy & Procedures For Scholarship / Academic Incentives Programs

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Delta Tau Alumni Chapter
Scholarship Policy & Procedures
For
Scholarship / Academic Incentives Programs

DTAC P&P #1 - Scholarship

Introduction

The purpose of this policy and procedures document is to provide process and guidance for administration of Scholarship and Academic Incentive Program awards to initiated and candidate members of the Delta Tau Chapter of Sigma Nu (DTCSN) residing (living-in) the Chapter house at 143 N. 10th Street, Corvallis, OR

Scope

These policy & procedures pertain to: (1) Delta Tau Alumni Chapter (DTAC); (2) DTAC Scholarship Committee; and (3) the joint Academic Incentive awards funded by the Langenberg Family Trust and DTCSN.

Limitations

a.) This policy does not apply to the Luxton Trust Scholarship Fund under the management of the DT Housing Corporation (DTHC) and unavailable for scholarship awards until it becomes financially able to make awards.

b.) This policy remains in effect; (1) so long as the DTCSN retains its Charter from the Sigma Nu National Fraternity in Lexington, Virginia; (2) the DTAC has sufficient funds to award scholarship grants; and (3) the Langenberg Trust and DTCSN can jointly provide Academic Incentive awards to award recipients.

Definitions

Student

A full time Oregon State University student carrying a minimum of 12 term hours each Fall, Winter and Spring and one who is (living-in) the Delta Tau Chapter of Sigma Nu (DTCSN) house at 143 N. 10th Street Corvallis, OR and is an initiated member eligible for Scholarship / Incentive Award(s) or a candidate (living in) the DTCSN house eligible for incentive award.

Committee Member

An individual who has been appointed to the Alumni Chapter Executive Committee and assigned to specific duties and responsibilities

Officer

An individual who has been voted into or appointed to a designated position of the DTAC, DTHC, DTCSN, or DTAAB and assigned specific duties, responsibilities, and tasks as outlined in applicable Bylaws of these entities.

Scholarship Award

An award or grant of money made annually by the DTAC, Scholarship Committee for academic excellence at Oregon State University in pursuit of a bonafide degree producing college or school, e.g. College of Education. **See Annex A.**

Academic Incentive Award

An award or grant of money made jointly each scholastic term (fall, winter, & spring) by the Langenberg Family Trust and DTCSN Scholarship Committee Director as an Academic Incentive for grade point average (GPA) excellence or improvement. **See Annex B.**

Policy

Description

The Delta Tau Alumni Chapter (DTAC) is comprised of elected Officers, an Executive Committee, and Special Committees. The Scholarship Committee is a standing Special Committee as designated by the DTAC Executive Committee.

This policy remains in effect until revised or changed upon approval of a DTAC Officers and / or Executive Committee majority. The Scholarship Committee may request / petition the DTAC Officers or Executive Committee for a change or revision to this policy as needed from time to time. This policy serves as the Scholarship and Incentive Awards program governing document of the DTAC.

The Scholarship Committee has final approval regarding all Scholarship and Incentive awards. The Incentive awards are a coordinated effort between the Scholarship Committee and the DTCSN Executive Committee.

The DTAC Officers and Executive Committee role is to provide alumni advertisement of Scholarship / Incentive Awards through newsletters, the website, and any other form of communication with alumni. The DTAC Treasurer, serves as the funding conduit for the Langenberg Family Trust and Incentive awards to the DTCSN recipients.

DTAC Scholarship Committee

Committee Members

DTAC Executive Committee appoints all members to the DTAC Scholarship Committee.

The Scholarship Committee is comprised of a minimum of three (3) members, but no more than five (5) members.

Committee members shall serve a term of two years and be staggered in their appointments. In order to achieve the staggered appointments, two of the initial members are to serve two years and all other appointed members to serve one year terms. After these initial appointments, members are to serve two year terms.

Committee Director

The Scholarship Committee shall elect among its members a Director. The Scholarship Committee, at its own discretion, may elect a Vice Director, to carry out Committee business in the bonafide absence of the Director, e.g. illness, incapacitation, or travel.

The Scholarship Committee Director shall speak on behalf on the Committee when required and be the signatory of all necessary documents approved by the Committee members for transacting scholarship monies to a recipient(s), e.g. grants, awards, and incentives.

The Scholarship Committee Director's signature is required on all financial requests to the DTAC Treasurer where payment is required to an individual.

Committee Secretary

The Scholarship Committee Secretary shall record the proceedings of the Scholarship Committee's adjudication noting the number of applications received, the number accepted for adjudication, and the applicants selected for awards. This record shall be composed on the DTAC website, so designated for Scholarship Committee documents.

Procedures

Committee Members

The Committee members will announce the period in which scholarship applications may be submitted. See Annex A for details.

The Committee will only accept scholarship applications in accordance with the application found in Annex A.

The Committee processes Scholarship and Incentive awards once a year. There will be three scholarships in the amount of \$1,000.00, depending upon available funding to make the awards. The Committee may reduce the amount of awards at its discretion, as required. Additional Scholarship and Incentive awards and amounts are at the discretion of the Committee each year.

Academic Incentive awards are awarded each academic term (Fall, Winter and Spring) and are submitted to the Committee through the Delta Tau Chapter Commander in accordance with guidance found in Annex B

Academic Incentive awards from the Langenberg Trust are presented each academic term for the (3) three highest GPA's among members or candidates. The active Chapter matches the awards with grants to those members or candidates with the most improved GPA's. Academic Incentive award amounts are \$70, \$50 and \$30 respectively, paid by the Langenberg Trust and the Delta Tau Chapter - however, awards are dependent on funding availability.

Funding sources, selection process and award procedures will be in accordance **See Annex C.**

Applicants

DT undergraduate members submitting applications must do so in accordance with Annex C – Application for Scholarship.

Applicants must be residing in the Chapter house. Initiated members can receive both Scholarship/Incentive awards. The candidate member is eligible for the Incentive award only.

References

This Scholarship / Academic Incentive awards policy and procedure were established and authorized under the direction of the DT Alumni Chapter Officers and Executive Committee XXXX X, 2017. See minutes dated XXXXX XX, 2017, Agenda item #xx.

The Sigma Nu Education Foundation website as follows:

<http://www.sigmanu.org/educational-foundation/educational-foundation>

Annex A

Scholarship Awards

Academic Incentive Awards

Annex B

Langenberg Family Trust & DTCSN

Annex C

Application for Scholarship

Date: August 1, 2017

Authorized By

DTAC Directing Officers

Approved for Implementation By

Coy Scroggins
Commander
DT Alumni Chapter

Annex A – Award Funding & Selection

Scholarship Funding Sources

The funding for scholarships by the DTAC, Scholarship comes from the following three sources:

Sigma Nu Educational Foundation

The Sigma Nu Educational Foundation (SNEF) that is collocated with the Sigma Nu National Fraternity in Lexington, VA. The SNEF is managed by a Board of Directors as a 501(c)(3) organization. The SNEF can accept, hold, and release tax deductible donations to the Delta Tau Chapter, when such donations are designated for the Delta Tau Chapter as educational. The designation of donations as educational then requires specific means testing in order to be released for educational scholarship or educational projects.

DTAC Events & Activities

The DTAC may provide non-taxable donations for scholarships from events and activities. These donations are held in a separate account by the DTAC Treasurer for release when approved by the DTAC Scholarship Committee and requested by the Committee Director. The placing of educational scholarship “earmarked” donations into a separate account precludes mixing of DTAC operational funds with educational scholarship donated funds, thus allowing the Scholarship Committee to view available balance in financial records posted on the website.

DTAC Special Collections

The DTAC may provide non-taxable donations from special collections such as memorial donations in memory of a member (brother) who has gone to the “chapter eternal”. These donations can also be sent to the SNEF with designation for DT educational purposes.

DTHC Luxton Scholarship Fund

The Luxton Scholarship Fund may provide funds to the DTAC Scholarship Committee when funds are available for distribution. The Luxton Scholarship Fund was established many years ago by the Luxton Family and is managed under the control of

the DTHC. **NOTE:** Due to low interest rates since 2008 the Luxton Scholarship Fund has not been able to provide any meaningful scholarships from accrued interest or dividends.

Scholarship Award Selection

Applications

Scholarship applications will be submitted to the DTAC Recorder and then provided to the Scholarship Committee for adjudication. The Scholarship Committee will review the applications for completeness and return to the applicant noting the reason for rejection. As noted in Policy paragraph, the Scholarship Committee shall record the results of the adjudication.

The Scholarship Committee members will follow a merit / reward approach using criteria of (Leadership, Campus / Community service, Delta Tau “in-house” participation, and Scholastic standing) with an individual application scoring of 1-10, 10 being the highest score. Any individual application score below (6) would be a non-competitor. Individual application composite scores of the Committee members must be within (2) points of each other (example 10 and 8 or 9 and 7) outlier application scores like (10 and 7 or 9 and 6) would have to be reevaluated again to determine where scoring criteria differed. Upon resolution of any scoring differences a composite score is given each application... (example $10+9+8=27$ Or $10+10+10=30$ Or $7+8+6=21$). If those were the best composite scores of the applications submitted, then, the winners would be 30, 27 and 21. The Committee Director will then notify the DTAC Recorder of the completed adjudication and the three (3) winning applications. The applications are to then be certified by the DTAC Commander as an attachment to the Scholarship Committee recorded proceedings. **NOTE:** In case of a tie score among two of the top 3 or 4 applicants, the DTAC Commander will have the deciding vote.

Procedures

Use of SNEF Funds

The DTAC Recorder is responsible for sending the names of the three (3) winners to the SNEF along with the DTAC Scholarship Committee names in a request for funds release. The DTAC Recorder is to follow the SNEF funds request application. The Director, Scholarship Committee or DTAC Recorder is responsible for ensuring proper delivery of payment awards to the recipients and signing any necessary acknowledgement of receipt regarding the use and application of the funds. The DTAC Recorder will prepare a congratulatory letter for each winner and a letter of support and encouragement to those who were not selected. These letters are to be signed by the

DTAC Commander. Additionally, the DTAC Recorder is to provide the DTAC Sentinel with scholarship awardee information for posting on the website and inclusion in newsletters or other alumni type communications. **NOTE:** The funds used from SNEF are tax-deductible donations from a 501(c)(3) entity.

Use of DTAC Funds

The Director Scholarship Committee is responsible for sending the names of the three (3) winners simultaneously to the DTAC Recorder and Treasurer. The Director, Scholarship Committee or DTAC Recorder is responsible for ensuring proper delivery of payment awards to the recipients and signing any necessary acknowledgement of receipt regarding the use and application of the funds. The DTAC Recorder will prepare a congratulatory letter for each winner and a letter of support and encouragement to those who were not selected. These letters are to be signed by the DTAC Commander. Additionally, the DTAC Recorder is to provide the DTAC Sentinel with scholarship awardee information for posting on the website and inclusion in newsletters or other alumni type communications. **NOTE:** The funds used from the DTAC are non-taxable donations from 501(c)(3) entities.

Academic Incentive Award Selection

Applications

The DTAC Scholarship Committee is not involved in the Academic Incentive Award application process. Dan, should we add this as a DTCSN Scholarship Committee responsibility with DTCSN (Eminent Commander) and DTAC (Commander) coordination?

Procedures

The selection procedures are held within the DTCSN by the Chairman, Scholastic Committee and his Committee conducting the selection with resulting adjudication by the Eminent Commander as prescribed by Annex B. The Eminent Command forwards the results to the DTAC Sentinel for inclusion in newsletters or other alumni type communications. The Academic Incentive Awards are presented in the Fall, Winter, and Spring terms at the Chapter's awards night along with the winners' names inscribed on a plaque hung in the Chapter house.

Use of DTAC or SNEF Funds

There is no use of DTAC or SNEF funds for the Academic Incentive awards. The funding for Academic Incentive awards comes from the Langenberg Family Trust and DTCSN accounts as described in ***Annex B***.

Annex B – Langenberg Trust & DTCSN

Academic Incentive Awards

Overview

At the end of each fall, winter, and spring terms, starting with the fall term of the 2017 – 2018 academic year the Academic Incentive awards are to be presented. This is an in-house program managed by the DTCSN chapter Scholastic Committee Chairman. There is no DTAC participation other than coordination of winners between the DTHCN (Eminent Commander and the DTAC Commander) and the publication of the winners on the web page and newsletter by the DTAC Sentinel nor contributory funding from alumni, except specifically for the Langenberg Family Trust.

Applications

The process for DT Academic Incentive awards is to be conducted in accordance with DTCSN procedures.

Description

The DTCSN Chairman, Scholastic Committee will nominate six (6) in-house DT chapter brothers who have completed a least 12 course hours for the term and 3 of their GPA's are (1, 2, and 3) in the house and 3 GPA's rank (1,2,and 3) most improved.

Procedures

These nominees are then sent forward to the Eminent Commander for review / approval. The DTCSN is to then notify the DTAC, Treasurer, Recorder, and Sentinel regarding the winners. The DTAC Sentinel should send notification to the alumni via normal alumni communications means. The Langenberg Family Trust, Academic Incentive award along with the DTCSN funding source provides a joint contribution of \$150 from the Langenberg Family Trust and \$150 from the DTCSN each Fall, Winter, and Spring term. An account will be established by the DTCSN Treasurer and replenished as the account is needed to complete the Academic Incentive award.

Award Levels

First place for highest GPA and most improved GPA will receive a \$70.00 award to defray individual house expenses.

Second Place for highest GPA and most improved GPA will receive a \$50.00 award to defray individual house expenses.

Third place for highest GPA and most improved GPA will receive a \$30.00 award to defray individual house expenses.

The DTCSN Scholastic Committee Chairman will ensure that the names of the recipients are engraved on the Langenberg Family Trust and DTCSN plaque. The engraving cost for each term will be funded by the Langenberg Family Trust. The plaque is to be hung in the Chapter house alumni / study room on the first floor. The expense for engraving will be paid by the Langenberg Family Trust.

Annex C – DTAC Scholarship Application

Overview

The DTAC scholarship program was established in 2017 to assist initiated members of the DTCSN financially in obtaining their major field degree at Oregon State University.

Who is eligible and what is the award criterion? Any initiated member of the DTCSN Fraternity residing the Chapter house. The DTAC Scholarship Committee selection criteria focuses on, but is not limited to: leadership, community / campus service, support to the DT Chapter events / activities; commitment to brotherhood, and scholastic achievement.

How many scholarships are awarded each year? Three scholarships are to be awarded each academic year depending upon funds availability.

What is the amount of the scholarship? Each scholarship will be for \$1,000.00. Scholarship recipients will be announced during the month of September each year and a check will be sent from the DTAC Treasurer the 1st of October each year to the DTCSN Treasurer to be applied as a house / chapter credit for the three member's accounts.

When should DT members apply? The application process begins at the end of Spring term each year and the completed application must be post marked by August 20th, each year.

What is needed to apply? Fill out the one-page application at the end of this Annex, provide a resume, unofficial transcript of grades, and a letter of recommendation.

Mail the complete application, transcript, resume, and letter of recommendation to the following address:

Mr. Daniel Hearn
ATTN; DTAC, Recorder
P.O. BOX 531176
Henderson, NV 89053-1176

