

PROTOCOL FOR MUNFA SCHOLARSHIP FUND COMMITTEE

1. TD Canada Trust, trustees of the MUNFA Scholarship Fund, will forward directly to the MUNFA Office all correspondence relating to the Trust Fund account, including quarterly and annual statements. The MUNFA Office will immediately copy and forward statements and correspondence to the Chair and members of the MUNFA Scholarship Committee will meet with TD Canada Trust at least once per annum. The Executive shall be notified that these statements are available.
2. In addition to any files kept by the MUNFA Scholarship Committee, the MUNFA Office will maintain files pertaining to the growth and management of the fund, donations to the fund, deposit records, etc.
3. Donation to the MUNFA Scholarship Fund from payroll deductions as arranged by individual MUNFA members will be deposited on a bi-weekly basis directly to the TD Canada Trust account by Human Resources. A record of deposit and list of contributors will be sent by Human Resources to the MUNFA Office. A copy will be forwarded to the Chairman of the Scholarship Committee by a designated member of the MUNFA Office staff.
4. The MUNFA Office will prepare Official Receipts for income tax purposes for all individuals who contribute to the MUNFA Scholarship Fund. Receipts will be signed by the MUNFA Treasurer and forwarded to donors before February 28 each year. copies of receipts will be kept in the MUNFA office.
5. The MUNFA Scholarship Committee, with the assistance of the MUNFA Office, will prepare an Annual Appeal Information Bulletin for the Executive before November 1 each year. The MUNFA Office will ensure circulation of the Appeal Information Bulletin and forward copies of all responses to the Scholarship Committee.
6. The MUNFA Office will determine by March 31 of each year, through consultation with TD Canada Trust, the amount available for MUNFA Scholarship awards. Members of the MUNFA Scholarship Committee will be notified of the amount available and will make recommendations to the MUNFA Executive regarding the value of the awards.
7. Based on the advice of the Scholarship Committee, the MUNFA Executive will determine the value and number of the awards and inform the MUNFA Scholarship Committee and Student Scholarship and Awards personnel accordingly.
8. After determining the number of available awards, the MUNFA Scholarship Committee will coordinate the selection of the MUNFA Scholarship winners through the Scholarship and Awards Office, ensuring that the most qualified recipient in terms of the criteria of need and academic merit receives a MUNFA Scholarship with the additional title: "The Ditte Koster Memorial Scholarship." At least one member of the Scholarship Committee, should be present during the selection process.