

## CALIFORNIA JOB'S DAUGHTERS FOUNDATION, INC.

### POLICIES AND PROCEDURES

#### ABOUT THIS SECTION

##### WHAT IS "POLICY?"

They are general statements or understandings which guide thinking in the decision making process.

Policies furnish the basic guide to thinking and action.

Policies assist subordinates in making decisions which are consistent with California Job's Daughters Foundation, Inc.

##### WHAT IS "PROCEDURE?"

Procedures are directions to accomplish policy.

They involve the selection of a course of action and apply to future activities.

They are guides to action rather than to thinking, and they may detail the chronological sequence in which a certain activity must be accomplished.

##### CONTRAST BETWEEN POLICIES AND PROCEDURES

Policies are relatively general whereas procedures tend to be quite specific.

Policy sets an objective or limits an area of action while procedures make a path toward the objective or through the area. Procedures may fork, generally with adequate clues to determine appropriate choice of the path; they may contain trivial gaps to be filled in.

POLICIES AND PROCEDURES MANUAL  
of the California Job’s Daughters Foundation. Inc.

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### 3.1 Mission Statement

The California Job's Daughters Foundation, Incorporated is a public benefit Foundation whose primary aim is to provide finances to encourage and promote the development of good citizenship, sound character, leadership skills of eligible young women of California, and philanthropic organizations.

Approved: 09.13.08

Note: The California Job's Daughters Foundation, Inc. will be referred to as Foundation in this document.

Note 2: The Grand Guardian Council of California will be know as Grand Council throughout.

Note 3: Dates noted in parenthesis and formatted as follows are date of change, addition, or adoption. (01.01.00)

## 3.2 General

### 3.2.1 Goals and Objectives

Refer to Article II, Section 2.01, Purpose of the Bylaws of the California Job's Daughters Foundation, Incorporated.

FYI

Definition of "ex-officio" as it pertains to the GGC Officers:

". . . persons who are members of the board by virtue of an office . . . held in the society . . ."

"If the ex-officio member is not under the authority of the society, he has all the privileges of board membership, including the right to make motions and to vote, but none of the obligations . . .".

Thus ". . . ex-officio board member, who has no obligation to participate, should not be counted in determining if a quorum is present at the meeting."

"When an ex-officio member of a board ceases to hold the office that entitles him to such membership, his membership on the board terminates automatically."

(Source: Robert's Rules of Order Newly Revised In Brief, 2004 Edition, Page 113, paperback version)

### 3.3 Board of Trustees

The Board of Trustees is the governing body of the California Job's Daughters Foundation, Incorporated.

The Corporation is chartered by the State of California and was issued on May 1, 1996. It operates under a set of Bylaws approved by the State of California.

The Foundation is approved by the Internal Revenue Service (IRS) as a 501(c)(3) organization, as a public foundation with tax-exempt status. The E.I.D. Number is 33-0692562.

The Policies and Procedures, in turn, are governed by a set of Bylaws on file with the Office of the Secretary of State of California.

#### 3.3.1 Organization

The Foundation is administratively managed by a group of elected officers, i.e. President, Vice-President, Chief Financial Officer, and Secretary who along with the immediate Past President, are the Executive Committee.

Business is conducted by members of the Board of Trustees assigned to committees by the President. Refer to Section 3.3.2.

##### 3.3.1.1 Assistants to Executive Officers

The Election of an Assistant Treasurer and an Assistant Secretary will be filled by members of the Board of Trustees.

Duties of the Assistant Treasurer are to assist the Chief Financial Officer as designated by the Board of Trustees and input receipts to the books.

Duties of the Assistant Secretary are to assist the Corporate Secretary in conducting the correspondence of the Foundation and to perform such other duties as may be designated by the Board of Trustees.

#### 3.3.2 Committees

3.3.2.1 Committees are appointed by the President to conduct the activities required to carry out the goals of the California Job's Daughters Foundation, Inc.

The Committees currently in place are:

- Auditing\*
- Executive\*
- Donations
- Scholarship
- Finance and Investments
- Fund Raising

Marketing and Promotion  
Website  
Charity  
Business Procedures

(10.15.16)

\*(Permanent Committees identified in Bylaws)

- 3.3.2.2 The President may appoint special committees when necessary.
- 3.3.2.3 Committee assignments are made annually by the President and announced at the Annual Meeting.
- 3.3.2.4 At the September meeting of the board, the President shall appoint a nominating committee composed of three (3) members of the Board of Trustees.

### 3.3.3 Term of Service

#### 3.3.3.1 Election of New Members

Election of New Members to the Board of Trustees shall be the first order of New Business at the October meeting.

The term of office is normally three (3) years.

#### 3.3.3.2 Election of Board of Trustees Officers

The election of officers shall be the first order of New Business at the Annual Meeting.

#### 3.3.3.3 Nominating Committee (09.26.15)

The nominating committee shall examine the California Job's Daughters Foundation Board of Trustees applications and recommend qualified candidates to the Board at the October meeting. Prior to that meeting, the Secretary shall email copies of the submitted applications to the members of the Board for their consideration.

At the Annual Meeting the Nominating Committee shall present a slate of officers consisting of a President, Vice-President, Secretary and Chief Financial Officer and such subordinate officers as deemed necessary by the Board of Trustees. Further nominations may be made by the members present.

Should the President be nominated for a subsequent term of office, the Vice-President shall preside for his/her election. The gavel shall be returned to the presiding officer at the conclusion of the election for that office.

#### 3.3.3.4 Powers of the Board of Trustees

The California Job's Daughters Foundation, Inc. is an independent public non-profit corporation chartered by the State of California on February 5, 1996 and governed by Bylaws approved and on file with Incorporation documentation.

The Foundation operates as an approved 501(c)(3) charity, in accordance with IRS letter dated April 27, 2001 and is on file in the Principal office.

#### 3.3.3.4 Eligibility of Members

All members during the entirety of their term shall be a Certified Adult Volunteer in good standing with the Job's Daughters International Supreme Guardian Council. (04.17.10)

### 3.3.4 Administration

#### 3.3.4.1 Management

This Foundation is directed and managed by the following four (4) elected officers: President, Vice-President, Secretary and Chief Financial Officer (CFO). The Corporation may also have at the discretion of the Board, additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers and other such officers as may be elected in accordance with Bylaw Section 5.02. (10.15.16) Refer to Article V, Section 5.01 Officers–Bylaws, California Job's Daughters Foundation, Inc.

#### 3.3.4.2 Principal Office

The Secretary manages all activities pertaining to the Foundation.

Receive official communications.

Receive donations, contributions, sponsorships, etc. made payable to the California Job's Daughters Foundation, Inc.

Send Acknowledgment letter to all contributors.

Receive all bills submitted to the Foundation for payment, submitting them to the Audit Committee prior to presenting them to the Board of Trustees for authorization to pay.

Prepare complete and accurate minutes of all meetings of the Board of Trustees and distribute a complete copy of the minutes to each member within two (2) weeks of the meeting.

Custodian of the Corporate Seal.



Maintain file of Articles of Incorporation and other legal documents.

Maintain contributor list for the distribution of the Foundation newsletter.

Secure meeting rooms and provide necessary copies, supplies, as required.

Perform such other duties defined by the Executive Committee.

All bills should be presented as invoices or receipts attached, not verbal.

All meeting agenda items, bills, communication, proposals or grants need to be sent to the Foundation Secretary at least 14 days prior to Foundation meeting.

Meeting agenda to be sent to via email Board of Trustees within seven days prior to meeting. (Last four .01.17.15)

#### 3.3.4.3 Policies and Procedures Maintenance

The Policies and Procedure Manual is the “working tool” for conducting the Foundations’ business and the Principal Office (Foundation Secretary) is responsible for its maintenance and currency.

Changes can be made to the Policies and Procedures Manual at any time with the approval of the members of the Board of Trustees.

Approved changes are noted in meeting minutes and should be published promptly to each member.

Changes made to the Manual should note the approval date on each changed page.

### 3.4 Finance

#### 3.4.1 Accounting and Budgets

3.4.1.1 Prepare and present an Annual Budget for approval at the Annual Meeting. The Budget shall be an estimate of the income and expenditures for the current year. Approval of the budget presented at the Annual Meeting does not guarantee estimated amounts to be funded. (10.15.16)

3.4.1.2 Select a CPA with the approval of the Board of Trustees

3.4.1.3 Present all necessary records to the CPA no later than February 15.

- 3.4.1.4 Pay all bills approved by the Board of Trustees in a timely manner
- 3.4.1.5 Perform a monthly bank account reconciliation
- 3.4.1.6 File all necessary tax returns (e.g. 990)
- 3.4.1.7 Provide form 1099 where needed.
- 3.4.1.8 File California corporate information report.
- 3.4.1.9 Request Temporary Sales permit when needed.
- 3.4.1.10 File a request to have a raffle when necessary.
- 3.4.1.11 File report of sales and pay sales tax when required.
- 3.4.1.12 Chief Financial Officer will release scholarship funds when notified of acceptance by the chairman of the scholarship committee.
- 3.4.1.13 Send an annual acknowledgment letter to all contributors who have contributed \$10.00 or more during the year. (09.24.15 Last 9 added)

#### 3.4.2 Investments

- 3.4.2.1 Select an investment broker with the approval of the Board of Trustees
- 3.4.2.2 Investments will be approved by the Board of Trustees.
- 3.4.2.3 Investment Policy

It shall be the policy of the California Job's Daughters Foundation, Inc. to invest the fund of the Foundation in a prudent manner. Portions of the funds shall be invested in growth funds, some in income funds, and some in liquid funds.

#### 3.4.2.4 Growth Fund

Those funds that are invested in primary in growth accounts and secondary in income.

Invested in sound managed funds that are AAA rated.

Constantly monitored in an effort to maximize their growth with minimal risk.

Usually invested in stock portfolios and should probably be for long terms.

#### 3.4.2.5 Income Funds

Those funds that are invested primary in income accounts and secondary in growth.

Can be in the form of income checking account, savings accounts or Certificates of Deposit.

Should be FDIC insured and the accounts should not exceed the maximum amount covered by FDIC insurance in any one institution. (10.15.16)

Certificates of Deposit should not be invested for more than five (5) years at a time. (10.15.16)

#### 3.4.2.6 Liquid Fund

Those funds (Money Market, checking) that remain available to the daily operations of the Foundation.

Shall be in the form of a bank checking account and money market accounts.

Held in FDIC insured institutions.

May be used as a holding account for the dividends and interest from growth and income accounts and those interest and dividends shall be spread universally across all restricted accounts in accordance with the individual percentage of each of the permanently and temporarily restricted accounts.

Should not exceed 150 percent of the annual budget for the current year. (This will allow for maximum income and growth.)(10.15.16)

When the total liquid accounts reaches 150 percent, funds shall be invested in either growth or income accounts by the Investment Committee.(10.15.16)

Growth and Income accounts not FDIC insured should not comprise more than 40 percent of the total assets of the Foundation as they are subject to the fluctuation of the market and may not necessarily be FDIC insured.

(Investment Policy 01.14.05)

#### 3.4.3 Grants

- 3.4.3.1 Grant application form (See Appendix) will be used when applying for Financial Grants to the Foundation. Forms are available from the Foundation Secretary.

3.4.3.2 Grant applications shall be received by the Foundation Secretary at least two (2) weeks prior to the meeting at which the Foundation will consider the grant. (01.20.17)

#### 3.4.4 Donations

3.4.4.1 Donations can be designated to any or all of the following areas: Annual Sponsor, General Fund, Scholarship Fund or Training Fund.

3.4.4.2 Annual Sponsor--All Board of Trustees (including ex-officio and Associates) should maintain annual sponsorship while serving on the Board of Trustees. (01.17.15)

3.4.4.3 Donations to be used for scholarships will be identified internally as follows:

General Scholarship Fund  
Named Scholarship Fund (temporary)  
Named Scholarship Fund (permanent)

3.4.4.4 By January 31 of each year, prepare and mail an Annual Statement of contribution to all contributors, together with a “thank you” letter and a contribution envelope.

#### 3.4.5 Audit Procedure

It is th policy of the California Job's Daughters Foundation, Inc. to see that an audit is performed using general accepted accounting procedures. This audit will be performed by the Audit Committee after the close of the books of the Fiscal Year end (which is December of each calendar year). If there are special circumstances an audit may be performed at anytime the Audit Committee deems appropriate.

To perform the yearly audit, the Chairmen of the Audit Committee must be provided records by the Foundation Board’s Chief Financial Officer, Assistant Treasurer, and Secretary. The documents to be provided are as follows:

1. Copy of Receipts Ledger
2. Copy of Disbursement Ledger
3. Copy of General Ledger
4. Copy of Schedule of Restricted Accounts
5. Bank Reconcilements for the period ending the scheduled audit
6. Copy of the deposit records
7. Copy of the Financial Statements from the last audit thru the period ending the audit
8. Statements from all the Investment Accounts
9. Listing of all Scholarships Awarded

10. A copy of the Investment Policy of the Foundation

11. Copy of the current budget

- 3.4.5.1 Trace Receipts to the deposit records of the General Ledger
- 3.4.5.2 Trace checks from the check register to the disbursements record of the General Ledger
- 3.4.5.3 Verify the bank reconcilements for the period ending the audit
- 3.4.5.4 Determine that there are no outstanding checks over 90 days old
- 3.4.5.5 Determine that the Financial Statements are accurate
- 3.4.5.6 Determine the budget is accurate for the year of the audit
- 3.4.5.7 Verify the scholarships were awarded to the proper recipients
- 3.4.5.8 Review the prepared schedule of restricted accounts for the audit year
- 3.4.5.9 Review the Investment Policy to see that it is being followed

(Audit Procedure 04.00.05)

### 3.5 Education Policy

Education is of primary importance and a major area of support for the California Job's Daughters Foundation, Inc. Our policy is to provide as many scholarships as we can, and with values consistent with our income and other Grant Applications.

Scholarship donations can be applied to several different funds depending on the donors wishes. See definition of Scholarship Funds, dated 01.16.98 a separate page.

Financial assistance in form of a scholarship is available for one (1) time only.  
(10.15.16)

For scholarship application, scoring and presentation, refer to the following procedures:

#### 3.5.1 General Scholarship Procedures

3.5.1.1 A member of the Scholarship Committee sends a letter in early January to each Bethel Guardian and Deputy Grand Guardian. (If a Deputy is also a Bethel Guardian, the letter shall be addressed to the Bethel Guardian Title, with a copy sent to the Consulting Deputy Grand Guardian.) This letter shall contain information regarding the application process for Academic/Vocation/Trade school scholarships available from the Foundation

3.5.1.2 Applications are requested from the Chairman of the Scholarship Committee or downloaded from the web site. All applications are returned to the Chairman of the Scholarship Committee. Postmark date must be no later then March 15.

#### 3.5.1.3 The Chairman

Stamps the date received on all applications. If the application is received after March 15, a notation of the postmark date shall be made.

Make copies of ALL application materials for each member of the committee.

Prepares four (4) scholarship envelopes for each applicant and inserts copies of all papers.

Chairman keeps the original

One for each of the other three committee members

Within two weeks after the deadline (allowing time to receive applications postmarked March 15), send completed envelopes to the three committee members who are to score the applications. All applications will be brought to the full committee meeting.

#### 3.5.1.4 The Committee

All members of the committee meet at the end of April or first part of May to discuss the applications, resolve any questions and determine the recipients.

The following letters are written after this meeting and sent to the applicant, as they apply:

- Foundation Scholarship Award(s)
- Named Scholarship Awards with short biography
- Procedure sheet notice for recipient to return
- Family notice of recipient
- School notice (high schools only)
- Disqualification notice
- Regrets letters

Prepares Certificates of Award for all recipients.

#### 3.5.1.5 The Chairman

Receives the return portion of the Procedure Notice from the recipient, with two photos and a statement of educational plans and goals. This notice will also state whether the recipient will attend Grand Bethel for presentation.

Photos: One (1) set for display on the Foundation's Display Board

One (1) set for Job's Daughters' Newspaper

Contacts the Chairman of the Grand Bethel Board of Directors requesting permission to announce the awards and present the certificates during Grand Bethel.

Prepares a short talk about the Foundation and announces the recipients at Grand Bethel, with permission of the Grand Bethel Board of Directors.

If contacted by a school, arranges for a Trustee of the Foundation or appointed representative to go to the school and present the Certificate.

Provides a list of scholarship recipients for the Brick by Brick and the Job's Daughters' News.

Mails Certificate(s) to recipient(s) not attending Grand Bethel.

Provide Chief Financial Officer (CFO) the necessary information to enable the processing of the awards (Name, Address, Amount)

Posts Master List of Recipients with new names.

#### 3.5.1.6 At Grand Bethel

The Committee Members will assist in presenting the Certificates. Pictures should be taken of the recipients with the President of the Foundation

3.5.1.7 After Grand Bethel

The check is prepared and mailed by the Chief Financial Officer within thirty (30) days after receiving a copy of the recipients' proof of enrollment.

3.5.1.8 Retention of Application

Scholarship envelopes of the recipients remain with the Scholarship Chairman to keep on file for one (1) year

Those applications from Daughters who were not awarded scholarships will be destroyed after six (6) months from the date of presentation.

3.5.1.9 Award Values

The total amount of money available for California Job's Daughters Foundation, Inc. Scholarships shall be determined by the Executive Committee.

The Scholarship monies will be included in the annual budget and approved by the Trustees.

The California Job's Daughter Foundation Renewable Scholarship will be awarded annually to the High School applicant with the highest score over 90.

The amount of the renewable scholarship is \$4,000 over a period of four (4) years in increments of \$1,000 per year.

The recipient must be a full-time student (12 units or more) and maintain an overall grade point average (GPA) of 3.0.

The recipient MUST submit a letter of her activities of the previous year and her annual transcript. Letter to be sent to the Chairman of the Scholarship Committee by July 1<sup>st</sup> of each year.

Schedule of renewable scholarship awards by year.

2006	1 Renewable Scholarship	\$1,000 (2006)
2007	1 Renewable Scholarship	\$1,000 (2006)
	1 NEW Renewable Scholarship	\$4,000 over 4 years
2008	1 Renewable Scholarship	\$1,000 (2006)
	1 Renewable Scholarship	\$1,000 (2007)



	1 NEW Renewable Scholarship	\$4,000 over 4 years
2009	1 Renewable Scholarship	\$1,000 (2006)
	1 Renewable Scholarship	\$1,000 (2007)
	1 Renewable Scholarship	\$1,000 (2008)
	1 NEW Renewable Scholarship	\$4,000 over 4 years

2010 and thereafter – same as year 2009.

### 3.5.1.10 Other Annual Scholarships

Awards will be given for Academic Scholarship for a score of eighty (80) or above.

Awards will be given for Vocational Scholarship for a score of seventy (70) or above.

### 3.5.1.11 Named Scholarships

Accounts with over \$10,000 balance will be \$1,500.

Accounts under \$10,000 balance will be \$1,000.

All amounts will be approved in the budget each year.

### 3.5.1.12 Realignment of Named Scholarships (from Scholarship funds).

If the balance is a minimum of \$500, a scholarship in that amount will be given and the account will be closed.

A minimum of \$500 and increments of \$50 after that be given to the Named Scholarship. The Scholarship (account) is closed and the remaining balance be given to the General Scholarship Fund. (i.e. \$568 balance - \$550 to Named Scholarship and \$18 to the General Scholarship Fund).

## 3.5.2 Scholarship Committee Procedures

### 3.5.2.1 General Information

All applications are sent to the Chairman of the Scholarship Committee

Each application will be placed in a large envelope with pre-printed sheets affixed to the front

The Chairman enters all information on the sheet

The amount of money available is approved in the budget and by a vote of the Board of Trustees.

Funds in a minimum of five hundred dollars [500] are required to establish a named scholarship.(10.15.16)

Funds to establish a named scholarship shall be received by the foundation secretary no later than March 15 of the current scholarship year. Funds received after March 15 shall be held over for the following year. (10.15.16)

The donor of funds for a named scholarship cannot chose a specific applicant to receive the scholarship. The scholarship committee will determine a recipient using the qualified applications received for that year. (10.15.16)

### 3.5.2.2 Processing Applications

Check the Master List of previous recipients to determine if a Foundation scholarship has been awarded to the applicant. If so, write the applicant immediately informing her that scholarship are not renewable. Offer some possible sources (Grand Guardian Council, if not already a recipient, OES, Masonic, High-Twelve, etc.)

Prepare envelope affixing pre-printed sheet to the front. All information above the double line should be completed. data is obtained from the application and/or letters of recommendation

Number the envelopes as applications are received. For high school applicants: 1-H, 2-H, 3-H, etc. For college applicants 1-C, 2-C, 3-C, etc.

Affix a colored sticker over the fold of the envelope of college applicants to readily distinguish the two categories

### 3.5.2.3 Verify the application

An applicant is disqualified if any of the following items are missing:

- Applicant's signature on application

- Parent's (legal guardian) signature on application

- Bethel Guardian's signature on application (If no BG, Associate Bethel Guardian)

- Incomplete number of transcripts. Check application for the required number--seven (7) completed semesters for high school applicants, college applicants submit transcripts for all subjects in which they were enrolled, in addition to the official transcript of the high school grades. If all transcripts are not included, contact the applicant for the reason.

- Letter from Principal/Dean/Counselor/instructor on school letterhead paper

- Bethel Guardian Council letter

Personal letter from applicant

3.5.3 Scoring

3.5.3.1 Academic Scholarships (Scored independently by three (3) judges)

Job's Daughters activities 40 points maximum

Two points per term for each office or member of the choir

One point for each additional Job's Daughter's activity--  
entering Grand Bethel contests, Bethel awards, Grand  
Bethel Girl, etc.

One point for each petition signed and initiated

Extra Curricular Activities..... 2 points maximum

Applicant should have done more than the average girls to  
receive the maximum points. These should be activities  
other than Job's Daughter activities.

School Recommendations 1 point maximum

The letter from school personnel must be on school letterhead  
paper and signed.

Read "between the lines" to determine if this is truly an  
outstanding student.

Bethel Guardian Council Letter 2 points maximum

The letter MUST be signed by all Executive Bethel Guardian  
Council members or a notation that the position is vacant.  
NO POINTS are awarded if a signature is missing.

Look for verification of offices held.

Should include special awards and activities in the Bethel.

If the applicant is a Past Honored Queen, has she continued  
to support the Bethel after her tem was over?

Number of petitions signed and initiated.

Applicant's Personal Letter 5 points maximum

In order to receive the five (5) points, letter MUST have a  
salutation, preferably NOT "To Whom It May Concern," and  
the signature of the applicant.

The body MUST have a statement of educational goals.

Look for well-reasoned goals, well-written letter, good grammar, punctuation and spelling, neatness and use of proper stationery.

Transcripts 50 points maximum

"Credit" or "Pass" grades/units are NOT considered.

All letter grades "A through F" are counted.

College and high school grades are counted together. Be very careful in noting the number of units for the course and use the appropriate chart.

[Most high school classes are considered 5 units. There are some 2.5 unit classes and a few 1 unit classes. Be sure to list the points in these courses in decimals. (For Example: An "A" in a 5 unit high school course earns 4 points. An "A" in a 2 unit high school course earns 1.6 units.)]

[College credits vary widely and whether the school is on a semester or quarter system must be considered. Look on the transcript for an explanation and score accordingly.]

Count number of "A's", "B's", etc. Enter number on score sheet.

Enter total number of grades at bottom of column.

Using the appropriate chart (high school or college), enter scholarship points for each letter grade in the second column.

Enter total of scholarship points at bottom of column.

Divide total scholarship points by total number of grades. Carry out 4 decimal places.

Multiply this figure by 12.5. Carry out 4 decimal places. Maximum will be 50.

Enter grade point in right hand column, item number 6, rounded to 4 decimal points

**TOTAL ALL SCORES.** Enter at bottom of score sheet.

#### Point Schedule

Job's Daughters activities.....	40 points maximum
Extra curricular activities .....	2 points maximum
Recommendation from school personnel .....	1 point maximum
Recommendation from Bethel Guardian Council .....	2 points maximum
Applicant's personal letter.....	5 points maximum
Scholastic achievements (transcripts) .....	50 points maximum

#### 3.5.3.2 Vocational Scholarships (Scored independently by three (3) judges)

Job's Daughters Activities 40 points maximum

Two points per term for each office or member of the choir

One point for each additional Job's Daughter's activity--  
entering Grand Bethel contests, Bethel awards, Grand  
Bethel Girl, etc.

One point for each petition signed and initiated

Extra Curricular Activities 2 points maximum

Applicant should have done more than the average girls to  
receive the maximum points. These should be activities  
other than Job's Daughter activities.

School Recommendations 1 point maximum

The letter from school personnel must be on school letterhead  
paper and signed.

Read "between the lines" to determine if this is truly an  
outstanding student.

Bethel Guardian Council Letter 2 points maximum

The letter MUST be signed by all Executive Bethel Guardian  
Council members or a notation that the position is vacant.  
NO POINTS are awarded if a signature is missing.

Look for verification of offices held.

Should include special awards and activities in the Bethel.

If the applicant is a Past Honored Queen, has she continued  
to support the Bethel after her tem was over?

Number of petitions signed and initiated.

Applicant's Personal Letter ..... 5 points maximum

In order to receive the five (5) points, letter MUST have a  
salutation, preferably not "To Whom It May Concern," and  
the signature of the applicant.

The body MUST have a statement of educational goals.

Look for well-reasoned goals, well-written letter, good  
grammar, punctuation and spelling, neatness and use of  
proper stationery.

Work Experience..... 5 points maximum

Transcripts ..... 45 points maximum

"Credit" or "Pass" grades/units are NOT considered.

All letter grades "A through F" are counted.

College and high school grades are counted together. Be very careful in noting the number of units for the course and use the appropriate chart.

Most high school classes are considered 5 units. There are some 2.5 unit classes and a few 1 unit classes. Be sure to list the points in these courses in decimals. (For Example: An "A" in a 5 unit high school course earns 4 points. An "A" in a 2 unit high school course earns 1.6 units.)]

[College credits vary widely and whether the school is on a semester or quarter system must be considered. Look on the transcript for an explanation and score accordingly.]

Count number of "A's", "B's", etc. Enter number on score sheet.

Enter total number of grades at bottom of column.

Using the appropriate chart (high school or college), enter scholarship points for each letter grade in the second column.

Enter total of scholarship points at bottom of column.

Divide total scholarship points by total number of grades. Carry out 4 decimal places.

Multiply this figure by 11.25. Carry out 4 decimal places. Maximum will be 45.

Enter grade point in right hand column, item Number 7, rounded to 4 decimal points

TOTAL ALL SCORES. Enter at bottom of score sheet.

### Point Schedule

Job's Daughters activities.....	40 points maximum
Extra curricular activities .....	2 points maximum
Recommendation from school personnel .....	1 point maximum
Recommendation from Bethel Guardian Council .....	2 points maximum
Applicant's personal letter.....	5 points maximum
Work Experience .....	5 points maximum
Scholastic achievements (transcripts) .....	45 points maximum

### Chairman's Duties

Prepare lists for scholarship committee meeting

List of all applicants with identification number

Obtain certificates for presentation to recipients at their school or Grand Bethel.

Enter score on the front of the applicants' envelopes.

Take all envelopes to the committee meeting.

3.5.3.3 At Large Academic Scholarships (Scored independently by three (3) judges) (10.15.16)

Grade Point Average (Scholastic achievements (transcripts)

..... 50 points maximum

"Credit" or "Pass" grades/units are NOT considered.

All letter grades "A through F" are counted.

College and high school grades are counted together. Be very careful in noting the number of units for the course and use the appropriate chart.

Most high school classes are considered 5 units. There are some 2.5 unit classes and a few 1 unit classes. Be sure to list the points in these courses in decimals. (For Example: An "A" in a 5 unit high school course earns 4 points. An "A" in a 2 unit high school course earns 1.6 units.)]

[College credits vary widely and whether the school is on a semester or quarter system must be considered. Look on the transcript for an explanation and score accordingly.]

Count number of "A's", "B's", etc. Enter number on score sheet.

Enter total number of grades at bottom of column.

Using the appropriate chart (high school or college), enter scholarship points for each letter grade in the second column.

Enter total of scholarship points at bottom of column.

Divide total scholarship points by total number of grades. Carry out 4 decimal places.

Multiply this figure by 11.25. Carry out 4 decimal places. Maximum will be 45.

Enter grade point in right hand column, item Number 7, rounded to 4 decimal points.

TOTAL ALL SCORES. Enter at bottom of score sheet.

Extra Curricular Activities..... 20 points maximum

These should be activities other than school activities.

School Activities ..... 20 points maximum

School Recommendation Letter ..... 2 points maximum

Dean, Principal, Counselor, Instructor, or other School Personnel

The letter from school personnel must be on school letterhead paper and signed.

Mason's Recommendation Letter ..... 2 points maximum

Applicant's Personal Letter..... 6 points maximum

In order to receive the six (6) points, letter MUST have a salutation, preferably not "To Whom It May Concern," and the signature of the applicant.

The body MUST have a statement of educational goals.

Look for well-reasoned goals, well-written letter, good grammar, punctuation and spelling, neatness and use of proper stationery.

Point Schedule

Grade Point Average (Scholastic achievements (transcripts))

..... 50 points maximum

School Activities ..... 20 points maximum

Extra curricular activities..... 20 points maximum

Recommendation from school personnel..... 2 points maximum

Recommendation from Mason ..... 2 points maximum

Applicant's personal letter ..... 6 points maximum

(Entire Section added 10.15.16)



3.6 Leadership (04.25.14)

3.6.1 Procedure for requesting a Grant form from the Foundation.

3.6.1.1 Applicant's Grant request must be on form provided by the Foundation Secretary.

3.6.1.2 Grant applications must be received by the Secretary of the Foundation at least two (2) weeks prior to the meeting at which the Foundation will consider the grant. The Check(s), if grant(s) are approved, will be presented at the applicant's annual meeting or event. (01.20.17)

3.6.2 Board's Procedure for Accepting, Granting/Denying to become effective January 1, 2016. (04.25.14)

3.6.2.1 Read Grant at 2<sup>nd</sup> Board meeting of the year, only accepting for consideration. Should be from Chairman of Event.

3.6.2.2 Secretary to send letter to person signing request saying we are reviewing it for funding with copy to requesting organization's presiding officer, next in command, and their treasurer.

3.6.2.3 Business Procedures committee shall review the Grants received by the Board of Trustees for completeness and adherence to our goals, guidelines, and mission statements. Committee to make recommendation and then refer grant to the Finance Committee. (Added 10.15.16)

3.6.2.4 Sent to Foundation's Finance Committee to evaluate and prioritize. Look at past grants for same thing using Evaluation Reports.

3.6.2.5 Finance Committee bring recommendations to October meeting for discussion, evaluation, and decision. (Section 3.6.2; 04.25.15)

### 3.7 Charity

Charity is an integral part of the Foundation as stated in Article II, Section 2.02 of the Foundation Bylaws.

#### 3.7.1 Project Selection and Review

- 3.7.1.1 Each proposed charitable contribution will be submitted to the Board of Trustees for review and approval.
- 3.7.1.2 Priority consideration will be given to Job's Daughters International Project the Hearing Impaired Kids Endowment Fund, Inc. (HIKE) and the California Grand Guardian Council Philanthropic Project.
- 3.7.1.3 Other charities may be considered when requests are received and approved by the Board of Trustees. (1.18.08)

### 3.8 Promotion

- 3.8.1 Presents ideas for promotional give-away items to the full Board for consideration, and obtains the promotional materials for give-aways at Council sessions.
- 3.8.2 Prepares and displays the large Foundation presentation board at Grand Bethel and Grand Council sessions.
- 3.8.3 Prepares a smaller display board for exhibit at Grand Lodge, Grand Chapter, and adult leadership events.
- 3.8.4 Display Boards promote Job's Daughters and the work of the Foundation. The display boards encourage participation and financial support to the Foundation through annual sponsorships, donations, United Way contribution, bequests through estate planning, and companies offering donations through purchase power (e-scrip, Ralphs, etc.). The display of pictures from Leadership Camp, adult camps, and Scholarship Recipients shall show the benefits received by the Daughters and adult leaders.
- 3.8.5 Responsible for production of the Brick by Brick newsletter, to be published twice annually just prior to Grand Bethel and Grand Guardian Council sessions. Brick by Brick will include a list of donors and sponsors as well as articles of interest to Foundation supporters.

### 3.9 Fund Raising

Fund raising is an integral part of supporting the Foundation activities by identifying, planning, and conducting financially sound projects and events that promote the Foundation. Internal Revenue rules and regulations require that there be a source for income other than solicitations.

#### 3.9.1 Project Selection and Review

3.9.1.1 Each proposed project will be to the Board of Trustees for review and approval.

3.9.1.2 Activities Report will be made at each board meeting.

3.9.1.3 Financial records will be maintained for each project (event) and a final report will be made, along with a final financial statement to the Board.

#### 3.9.2 Silent Auction Procedures

##### 3.9.2.1 Time Line

In March, contact Corporate Donors by letter or online.

Temporary Seller's Permit from State needed. Obtained by Chief Financial Officer.

Order form in Spring Brick by Brick.

August letter to supporters and Bethels with order form.

Casino and Sport Organization's letter goes out in September.

Must have a receipt to give each buyer with total spent. Can be pre-printed with fill-in blanks.

Signs must be posted in room saying tax included in price.

Must post temporary Tax Permit.

##### 3.9.2.2 Making of Baskets

All monies collected must be spent on baskets. Total of all expenditures equals the total of all monies given to make baskets. (\$50 given for 2 baskets—You spend \$21 on one and \$29 on second equaling \$50.)

Turn in copies of all receipts for reimbursement.

Count full retail value if item is purchased on sale or for reduced amount.

Retail amount includes cost of: basket, filler, cellophane, ribbons, and items.

Retail value for bid sheet is figured by adding full retail values together along with cost of items used to make basket.

Keep list of each item included and retail value.

Baskets from thrift stores are acceptable, if clean.

Cellophane basket bags that shrink with hair dryer work best and are available at Dollar Tree Stores.

#### 3.9.2.3 Food Products

Are welcomed

Need a listing of baskets with items for CFO

#### 3.9.2.4 Bids and Bid Sheets

Bid Prices start at 1/2 or less than the retail value.

Increase Increments based on starting bid. Larger the value higher the increase. (\$30–\$2; \$50 or \$75–\$5.)

Sales tax included in bid price and the tax rate is current rate at place of sale.

Bid sheets give item number, item name, item description, retail value, starting bid, bid increase increment, donor name, columns for name and cell phone number, and section for after sale. (See example in Working Forms section.)

#### 3.9.2.5 After the Auction

Letters sent to donors with amount donated

Recap sheet figured and amounts sent to CFO

Keep found items in separate category.

CFO figures sales tax and sends to State by December 31.

#### 3.9.3 Opportunity Drawing/Raffle

Three items, generally.

Must have Raffle Permit from State (Form at \$20 fee; Valid September 1 to August 31 each year)

Keep funds and expense separate from Auction.

Each ticket must say “Donation.”

Need not be present to win.

Name and cell phone number on back.

Must file report with State after Drawing.

Drawing done at GGC Banquet Friday night.  
First drawn get choice of gift.

(01.18.13)

3.10 Business Procedures

- 3.10.1 Review the Policies and Procedures each year so that they do not conflict with the Bylaws and accurately reflect intended practices. Recommend any necessary changes to the Board of Trustees at the Spring meeting of the Board. Second and passed.
- 3.10.2 Review the Bylaws for accuracy and recommend any necessary changes to the Bylaws of the Foundation sixty [60] days prior to the annual meeting.
- 3.10.3 Review the Grants received by the Board of Trustees for completeness and adherence to our goals, guidelines, and mission statements. Committee to make recommendation and then refer grant to the Finance Committee.

#### 4.0 Web Site

An internet site at [www.cajdfoundation.org](http://www.cajdfoundation.org) to provide information about the Foundation, its fund raising efforts, scholarship recipients, and disburse forms such as remit and scholarship. A .pdf copy of current Brick by Brick newsletter will be available. Can be accessed as .ORG or .COM

##### 4.1.1 Webmaster

Responsible for updating as needed.

Renew hosting and present bill.

Check email account ([Webmaster@CAJDFoundation.org](mailto:Webmaster@CAJDFoundation.org)) and forward, dispense or respond as appropriate. (01.17.15)



# APPENDIX

Working Forms

## INFORMATION SHEET FOR NEW MEMBERS OF THE BOARD OF TRUSTEES

### Opening Statement:

The California Job's Daughters Foundation, Inc. is a 501 [c][3] non-profit corporation established January 31, 1996 to provide financial support for the Job's Daughters of California. The objectives of the Foundation are to provide educational opportunities, leadership development of adults and youth, support of H.I.K.E. and the Job's Daughters philanthropic project and to promote the Order in California.

All contributions to the Foundation are tax deductible to the full extent of the law. This allows us to solicit public support of charitable gifts for income tax purposes. We are able to solicit grants from businesses, inclusion in wills, life insurance, trusts, and to be a beneficiary of an estate for tax purposes. We can receive stocks and bonds, annuities, or insurance, as well.

The Foundation operates independently from the Grand Guardian Council of California, (GGC) but financially assists the various activities of Job's Daughters in California through the GGC.

### Questions and Answers

Q. Why has a Foundation been formed and what benefits could the GGC receive from the Foundation?

A. The Foundation has been formed to receive tax deductible dollars from corporations and individuals who support our ideals and to assist the long range financial stability of Job's Daughters in California.

Q. How is Foundation money being utilized?

A. According to the Bylaws of the Foundation, money can be used for: [1] Education—provide scholarships to attend college and/or a trade school; [2] Leadership—train young women and adult advisors in leadership skills and provide necessary printed material and working tools; [3] Charity—support H.I.K.E. and an annual charitable project selected by the Board of Trustees [i.e., California Job's Daughters Project] and [4] Promotional—provide brochures and pamphlets to create awareness of the many benefits of the Foundation.

Q. How are the Board of Trustees selected?

A. The initial Board of 18 members was appointed by the Grand Guardian for a term of one year. Presently the Board consists of not more than 27 members. The Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Secretary, and Grand Treasurer of the Grand Guardian Council are ex-officio members. The Grand Guide and Grand Marshal of the Grand Guardian Council serve as Associate Members.

Q. How much compensation do Board members receive?

A. Absolutely none—nada—zilch—zero. This is strictly an organization of volunteer workers.

Q. If I donate money to the Foundation, can I specify how it is to be utilized?

A. Yes, up to a point. For example, you can designate your money be used for educational purposes. However, you could not designate to whom the scholarship be awarded. Or you could designate your money be used for leadership purposes



"If the ex-officio member is not under the authority of the society, he has all the privileges of board membership, including the right to make motions and to vote, but none of the obligations . . ."

Thus ". . . ex-officio board member, who has no obligation to participate, should not be counted in determining if a quorum is present at the meeting."

"When an ex-officio member of a board ceases to hold the office that entitles him to such membership, his membership on the board terminates automatically."

(Source: Robert's Rules of Order Newly Revised In Brief, 2004 Edition, Page 113, paperback version)

Note: Updated due to Amendment Changes January 2007

## SCHOLARSHIP FUNDS

The California Job's Daughters Foundation, Inc. has the following scholarship funds:

### General Scholarship Fund

This fund is a permanent fund from which the interest only will be used for scholarships. In the early years, there may be a need to supplement the interest with money from the general account in order to give a scholarship[s]. The Board of Trustees will decide annually if a supplement will be given.

The principal for this fund will come from donations designated for scholarships but not designated to a specific scholarship fund. Also, any remaining funds left over from other scholarship funds which are no longer able to fund a scholarship by themselves.

### Named Scholarship Funds (Temporary)

These funds may be established in memory of someone and usually the funds are received in a short period of time after the death of the person in whose name it was created. A scholarship made up of principal and interest shall be given in that name for as long as funds last. If the balance gets to a minimum of \$500, the scholarship is given in that name and closed. Minimum of \$500 and increments of \$50 after that be given to the name scholarship. Then the scholarship is closed and remaining amount be given to the general scholarship fund, i.e. \$568 balance; \$550 to name scholarship and \$18 to general scholarship fund. The name of the individual in whose name this fund was created will be entered on the rolls of the General Scholarship Fund.

### Named Scholarship Funds (Permanent)

These funds may be established in memory of a person or family and usually the funds will come from larger bequests [large enough to support a scholarship from interest only] and smaller donations. The principal will be maintained and interest only will be used to supply one or more scholarships per year. Any excess interest not used for scholarships each year shall be credited to the principal of that scholarship.

## HOW TO GIVE

It makes sense to give to the California Job's Daughters Foundation, Inc. so that our name and your gift will live on after you. Your gift to the California Job's Daughters Foundation, Inc. large or small, will meet the changing needs of our California Job's Daughters. There are a number of ways to give wisely through the California Job's Daughters Foundation, Inc.

### Will or Trust

Many persons who have provided for family members in their wills or trusts may also leave money through a bequest to the California Job's Daughters Foundation, Inc.. Individuals with no survivors may wish to name the California Job's Daughters Foundation, Inc. as the beneficiary of their will or trust. These planned-giving gifts reduce, often substantially, the size of the estate for tax purposes.

### Present Outright Gift and Year-End Giving

Perhaps you want to make charitable gifts during your lifetime. You can take maximum advantage of the charitable deduction on your income tax return should you decide to do this. Lifetime gifts can also serve to reduce the size of your estate and allow you to see the money put to immediate use.

### Life Insurance

You can make the California Job's Daughters Foundation, Inc. the beneficiary of life insurance policies. If you do so irrevocably, your annual premiums are tax deductible. The cash surrender value of an existing policy is also tax deductible.

### Gifts with Lifetime Interest

You can provide for yourself and your survivors by making a trust now and specifying that the income go either to yourself or others for a specified period, or for life, with the principle going to the California Job's Daughters Foundation, Inc. when you or they die. In the case of a gift of low yield, low-basis securities, such a gift could increase your income for life.

### Virtual Book

You can assure that your annual giving goes on forever if your estate is limited and you want to do something for the California Job's Daughters. By giving \$1,000 to \$2,500, an investment account could be established and the interest earned annually would provide for scholarship or leadership training for a Job's Daughter.

### Memorial Gifts

When a relative or friend dies and the family asks that you make a contribution to a charity of choice, it is sometimes hard to decide which charity should receive the gift. A gift to the California Job's Daughters Foundation, Inc. solves the problem, and the family of the person you are remembering will be informed of the gift.

Only you can make the decision who will benefit from your years of work. Talk to your attorney, a trust officer of your bank, life insurance underwriter, or call the California Job's Daughters Foundation, Inc. about making the Foundation one of your beneficiaries.

