

*NASP*

**Northwest Association of Special Programs**

**Policy Manual**

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**POLICY MANUAL**

**NASP Policy #1**

The intent of this manual is to provide guidance, stability, and continuity to the Board of Directors of NASP. The president shall assign a member of the Board to be the custodian of the Policy Manual.

The custodian's responsibility shall be as follows:

1. to reflect changes and addition to the Policy Manual as directed by the Board.
2. to ensure that each member of the Board has an updated copy of the Policy Manual
3. to provide, upon request, information regarding NASP policies contained herein to the general membership

**MODIFICATIONS AND AMENDMENTS:**

This manual may be revised, modified, or changed upon the approval of a majority of the Members of the Board. (**NOTE:** This is interpreted to mean a majority of the total membership of the Board of Directors, not a majority of those who may be present at a given meeting.)

**BOARD OF DIRECTORS MEETING**

**NASP Policy #2**

The Board of Directors shall meet a minimum of four times annually. Official meetings of the Board shall be conducted on the following schedule:

1. Annual Fall Conference Board Meeting
2. Winter Board Meeting
3. Spring Conference Board Meeting
4. Summer Board Meeting

Board of Directors meetings held in conjunction with Fall or Spring Conferences shall be for a maximum of one day. The Winter and Summer Board meetings shall be for a maximum of one-and-one-half days.

By majority of vote of the quorum, the Board of Directors shall determine the site of the Winter and Summer Board meetings.

By a majority vote of the Members of the Board, (a) a regularly scheduled Board meeting may be canceled, postponed, prolonged, or otherwise altered and (b) special meetings of the Board may be called.

## **BUDGET PROCEDURES**

## **NASP Policy #3**

### **A. Preparation of an Annual Budget**

The President Elect shall prepare an annual budget for approval at the December meeting of the Board of Directors. Such a budget shall divide income and expenditures related to different activities into separate cost categories as is necessary to meet NASP obligations and to comply with standard accounting practices.

### **B. Budget Modifications**

As required by change in the NASP financial position, budget modifications, may, from time to time, be recommended by the Board, or by the President or Treasurer. All such budget changes must be approved by the Board of Directors of NASP.

### **C. Receipt & Disbursement of Northwest Association of Special Program (NASP) Funds**

The receipt and disbursement of NASP funds are the responsibility of the Treasurer.

#### **1. Bank Accounts**

No agreement to open any NASP bank account shall be entered into without the specific approval of the Board of Directors. The Treasurer may recommend use of specific banking facilities, based upon such factors as physical convenience, responsiveness to business from communities of diversity, general lending policies, and advantages to NASP in return for the use of NASP funds.

#### **2. Receipt of Funds**

Monies received by NASP shall be deposited by the Treasurer or his/her designee in an account authorized by the Board of Directors. No expenditures shall be made from collections. (Reference: Approval of Disbursements below – 3: a, b, c, d.)

##### **a. Custody and Safekeeping of Collections**

If moneys are required to be held by staff or board members, reasonable care shall be taken to protect these funds. Conference chairpersons should use a safety deposit box to ensure such safekeeping.

##### **b. Bad Checks**

Checks are accepted by NASP subject to the maker's bank honoring demand for payment. If a check is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due from the maker.

#### **3. Disbursal of Funds**

All checks drawn on NASP funds shall be signed by any two (2) of the authorized signatories, as stated in the "By-laws, (Revised 2004), to include the President, President Elect, Treasurer, or a proxy appointed by the Board of Directors. No disbursement shall be made except on presentation of written invoice or expense

report or to meet an on-going NASP obligation evidenced by a receipt or other written documentation.

a. **Approval of Disbursements**

Prior to payment, the cost categories and sub-account against which payment is to be made shall be affixed to the file copy of the invoice or the receipt. Upon payment, the date of payment and check number shall also be affixed to this file copy. Only officially appointed project coordinators shall have the authority to approve disbursements, and then, only within their assigned cost categories. All other payments are allowable when approved by the Treasurer and authorized signer, within limitations as defined in item 3d.

b. **Timing of Request for Reimbursement**

All requests for reimbursements for NASP business expenses must be received by the Treasurer within forty-five (45) days of the completion of the activity. Exceptions to this shall be appealed to the Board. This includes bills for goods or services, officer or committee functions, and the like.

c. **Personal Orders**

The NASP organization shall not purchase any goods or services for the personal use of employees or Board Members, nor shall discounts on personal purchases be sought from NASP vendors for Board Members or staff.

d. **Expenditures Limitation for all Account/Expenditures in Excess of Budget**

The Board must approve the disbursement of funds against any cost category that exceeds one hundred and twenty-five percent (125 %) of the annual budgeted amount for that cost category and also exceeds the budgeted amount by one hundred dollars (\$100.00---see NASP Policy 7).

e. **Disbursement of Funds to State Associations**

State Associations will present their request for funds and projected budgets at the NASP December Board Meeting. Revised State Association budgets may also be presented at a later date. The request will outline projected State Association activities for the next year that are related to the mission of NASP and to the COE State Initiative.

Once the State Association request and budget has been approved by the NASP Board, State Association Presidents may then request a cash advance for State Association activities happening within the first six months of the new year. The remaining funds may be requested upon receipt of the State Association report of actual expenditures.

State Association Presidents will be required to submit a report of actual expenditures by March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and November 30<sup>th</sup> of

each year. These reports will include receipts for all approved budget items and a brief narrative account of how the funds were expended. If the expenditure reports are not received by the above dates, the NASP Treasurer will notify the NASP President and the State Association President that the report is overdue. The State Association President will then be required to file the report by the time specified by the NASP President or all unused funds must immediately be returned to the NASP Treasurer.

Approved by Board(12/4/04)

**D. FINANCIAL REPORTS**

Standard financial reports will be prepared quarterly for each Board meeting, and distributed by the Treasurer to the Board of Directors. Included in the Financial Reports shall be a comparison of the amounts expended with amounts budgeted.

**E. INQUIRIES CONCERNING FINANCIAL REPORTS**

Board members, and other interested parties, having questions concerning the NASP financial reports, shall relay those questions in writing to the Treasurer and the President. The Treasurer and President shall review the question, and prepare a reply within thirty (30) days of receipt of the inquiry.

**MEMBERSHIP FEES**

**NASP Policy #4**

Article III, Section 1 of the NASP Constitution describes two categories of membership. The Board of Directors is responsible for setting the membership fees (Article II, Section 3.a.). The Board of Directors hereby sets the membership fee as follows:

**Active TRIO & non-TRIO Voting Members:**

Individual voting membership is granted to all attendees at Fall Conference, to those who pay the full Spring conference fee, and to those who pay a \$50 individual membership fee to the Treasurer.

**Project Members.....\$ 250.00**

(Title IV funded TRIO Programs from Alaska, Washington, Oregon and Idaho)

Only Project Members are eligible to receive all NASP project benefits as delineated in this policy manual.

**MEMBERSHIP**

**NASP Policy #5**

Official Membership List. The official membership list shall be maintained by a person appointed by the president.

Membership Committee. NASP's policy states that every program within the region becomes a Project Member as defined in the NASP Constitution, Article III, Section 1.c. In addition, NASP's policy states that every TRIO program staff person become a member of NASP. The president-elect shall serve as membership chair and shall select members of the committee. The chair and his/her committee shall correspond with and encourage program directors, staff, and other interested persons within the region to actively participate in NASP and to seek additional funds in their budgets to enable their projects to become Project Members.

## **Board Member Travel Expenses**

## **NASP Policy #6**

NASP is a professional organization that interacts on a local, regional and national basis with other TRIO programs and associations. Inasmuch as NASP is a member of the Council for Opportunity in Education (COE), NASP shall provide travel expenses for Board members or their designees to facilitate said Board members' ability to carry out NASP business.

Such travel may be for the purpose of attending Council for Opportunity in Education Board meetings, NASP Board meetings, and other travel which may be approved by the Board.

This policy provides opportunities for NASP members who otherwise may not have the resources to support travel in order to participate in leadership positions.

NASP commits itself toward fully funding the president, president elect and past president's participation in COE Board of Directors' meetings. Participation will allow NASP leadership opportunities for members from institutions that may not be able to support national travel.

All travel will be reflected in the approved NASP budget.

### **General Travel Guidelines**

#### **Mileage**

- a. Mileage reimbursement is limited to the shortest distance between locations.
- b. Mileage is paid at the lowest rate for states in the region.

#### **Hotel**

- a. Hotel costs should be at the lowest feasible government or conference rate.
- b. The cost of hotel rooms shared by persons carrying out NASP activities will be split equally. The cost for a room shared with others maybe reimbursed up to the cost for single occupancy.
- c. The maximum cost for a hotel room is limited to the state government high cost rate.

#### **Meals**

Meals are reimbursed at \$40 per day – Breakfast, \$10.00. Lunch, \$12.50, and Dinner, \$17.50.

#### **Airfare**

- a. Board members required to attend NASP Board meetings and who travel more than 250 miles one way may be reimbursed for the cost of airfare and an additional night's lodging.

- b. With prior Board approval members may be reimbursed for airfare if they are required to travel on NASP business more than 250 miles one way.
- c. Airfare is limited to the most economical coach fare and a 30 day advanced purchase if feasible.

### **Shuttle and Cab Fares**

- a. NASP will pay shuttle and/or cab fare, which ever is least expensive, for Board members to travel from an airport to a meeting site and to return.

### **Car Rental**

- a. Cars may be rented for NASP business with prior approval of the Board.

### **Specific Travel Guidelines**

- a. Travel to NASP Board Meetings  
NASP will try to fund all travel to Board meetings but will utilize the following priorities if there is insufficient funding:

#### Winter and Summer Board Meetings

1. Airfare
2. Lodging
3. Mileage
4. Shuttle or Cab Fare
5. Car Rental
6. Meals

#### Conference Board Meetings

1. Lodging
2. Meals

- b. There are specific travel guidelines for TRIO Achievers and Scholastic Achievers in Policy #12 and for the Policy Seminar in Policy #13.

Approved by Board(12/4/04)

## **REIMBURSEMENT PROCEDURES**

## **NASP Policy #7**

NASP shall reimburse its members for authorized expenditures incurred on behalf of the Association. Such expenditures must be reflected in the approved budget. Expenditures of less than \$100 (one hundred dollars) may be reimbursed with the approval of the president. Expenditures in excess of \$100 (one hundred dollars) must receive approval from a majority of the members of the Board of Directors.

Reimbursement of expenditures will be made according to the following procedure:

1. Complete and submit a signed reimbursement form to the treasurer.
2. The treasurer shall issue a check within ten working days after receiving the reimbursement form.

3. Cash advances are available by submitting a Request for Reimbursement “Cash Advance” form to the treasurer. A completed reimbursement form must be submitted with the appropriate receipts and/or documentation within seven working days of the expenditure.
4. Travel expenses will be reimbursed at the following rates:
  - a. hotel at the lowest conference rate
  - b. airfare at the most economical coach fare, 30 day advanced purchase with a Saturday night stay if feasible
  - c. meals at \$40 per day-
  - d. miscellaneous

## **ANNUAL FALL AND SPRING CONFERENCES**

**NASP Policy #8**

Traditionally the Association has conducted two conferences per year: the Annual Fall conference as defined in the Constitution, Article VIII, Section 1; and the Spring Conference. The Board of Directors determines the conference sites.

Each conference is under the direction of the current NASP president and may be planned and executed by a person or committee of his/her choice. A major purpose of NASP conferences is to raise funds for the operation of NASP and Friends of NASP. Funds are raised through membership dues, conference registrations and various fundraising activities.

**Fall Conference.** The purpose of the Annual Fall conference, usually held in late November or early December, is to elect officers of the Association, to conduct Association business, to present a variety of workshops and presentations, and to raise funds.

**Spring Conference.** The purpose of the Annual Spring conference, usually held in April, is to inform Association members of the happenings and progress of the Association, to conduct Association business, to present a variety of workshops and presentations, and to raise funds.

**Conference Chairperson.** The Conference Chairperson shall receive complimentary hotel accommodations and conference registration. The general duties of a conference chair are detailed in the Conference Manual.

### **Suggestions for Organizing NASP Conference Finances**

The purpose of these guidelines is to provide fiscal accountability for NASP, fiscal flexibility for conference committees, and clarification of associated responsibilities.

#### **1. Budget & Expenditures**

- A. Upon approval by the Board of a written conference budget, NASP will provide the conference committee with up to \$2500 for conference expenses. These funds are to be put in a conference checking account and used for **ITEMS OF UNDER \$500** such as printing forms and conference programs, speakers’ travel expenses, postage, gifts to VIP’s and conference committee members, name tags, etc.

- B. Conference expenses **EXCEEDING \$500** per item such as conference food service charges, keynote speaker fees, etc., will be paid by the Treasurer through the NASP general account.
- C. Conference expenses exceeding 125% of the approved budget must have prior approval of the Board.
- D. The conference committee will include a full accounting of expenditures from the conference account, including receipts for all expenditures, in its final conference report.
- E. AV expenses are limited to overheads and flip-charts. Presenters will need to contact conference chairs for other AV needs, but as a general rule, NASP will not provide AV equipment to conference presenters.
- F. \$1 will be taken from each conference registration to support the Pearl Hill Scholarship

## **2. Registration & Membership Lists**

- A. Conference registration forms and checks will be sent to the conference committee.
- B. The registration checks will be made out payable to NASP.
- C. Registration checks and a copy of the registration form will be forwarded to the treasurer for deposit in the NASP general account.
- D. The conference committee will track the registrations, including new memberships.

## **3. Reconciliation of Expenditures**

- A. The conference committee and the treasurer will reconcile the treasurer's deposits and the conference committee's expected revenue from registrations, etc.
- B. The treasurer will provide the conference committee a full accounting of all conference expenditures from the general account for inclusion in the conference final report.

## **4. Reports, Records, & Outstanding Items**

- A. The conference committee's final report will include an accounting of all conference revenues and expenditures and will be presented to the NASP Board not later than the second board meeting after the conference.
- B. Conference records will be turned over to the treasurer when the conference committee's final report is approved by the Board.
- C. The treasurer will pursue outstanding debts and pay appropriate refunds and outstanding bills for the conference after the conference committee's final report is approved unless directed otherwise by the Board.

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## **NASP OPERATIONAL FUNDS**

## **NASP Policy #9**

NASP Operational funds are deposited to and dispersed from the general account of the Northwest Association of Special Programs.

The board, at its discretion and upon the approval of a majority of the full membership of the Board, shall direct the treasurer to invest surplus funds in interest bearing accounts. The purpose of such investments shall be to earn additional funds for the Association and to safe-keep NASP monies. All investments shall be immediately available without delay, unreasonable waiting periods, or penalties for early withdrawal.

At each Board meeting and each business meeting of the Association, the treasurer shall prepare a report that presents a graphic history of NASP funds, subsequent additional funds invested and a profile of interest earned. This report will provide the Board with information needed to review the investments and to make decisions regarding the retention, expansion, withdrawal, etc., of such funds. The report will also provide information needed to review the need to diversify investments or to seek the services of other investment firms.

## **FUNDRAISING ACTIVITIES**

## **NASP Policy #10**

The purpose of fundraising activities is to acquire funds needed for the successful operation of the Northwest Association of Special Programs and Friends of NASP and funds needed to carry out the tasks of NASP as defined and described in the Constitution and by the Board of Directors.

Fundraising activities will be carried out at the direction and discretion of the Board of Directors through the duly appointed Fundraising Committee or through other vehicles deemed appropriate by the Board.

The membership in general benefits from the proceeds of fundraising activities. This benefit may be in a direct fashion, such as acquiring the services of speakers and conference presenters who are not members of NASP and who require a fee for their services, or in an indirect fashion, such as providing for the expenses incurred by NASP members in conducting the affairs of the Association. Such benefits shall be defined by the Board of Directors.

The proceeds of fundraising activities of the Fundraising Committee will fall under two categories: (a) funds for NASP activities as determined by the Board of Directors, and (b) funds for Friends of NASP. The Board of Directors shall determine, prior to the fund raiser, which funds or parts of funds shall be assigned to which category. Expenditures of funds raised by the Fundraising committee, whether for NASP or Friends of NASP, and/or departures from this policy must be approved by a two-thirds majority of all members of the Board.

## **FRIENDS OF NASP**

## **NASP Policy #11**

The purpose of the Friends of NASP shall be to generate funds to support NASP TRIO students' & alumni activities pertinent to their educational endeavors related to the purpose of TRIO and NASP, especially scholarships, but also student participation in NASP/COE sponsored events, Student Leadership Congress, Scholars Bowl, etc. Revenue received from fundraising activities, donation, special sales, gifts, etc., for the Friends of NASP shall be

deposited into the Friends of NASP account to be added to the principal. The interest derived from investing the principal shall be used only to provide student support as described above. The principal shall not be used for any purpose other than investment intended to generate interest.

The Friends of NASP funds shall remain in the custodial care of an individual appointed by the Board of Directors, the Committee Chair of the Friends of NASP. The Chair shall, upon request, provide the Board with a report of monies invested and interest earned. He/she shall also recommend amounts deemed reasonable to the Board, based on the interest earned from the principal, to be used for the purposes previously described.

The Board of Directors of NASP constitutes the Board of Directors of Friends of NASP. A meeting of the Board of Directors of Friends of NASP shall be held concurrently or separately with all meetings of the Board of Directors of NASP.

### **TRIO ACHIEVERS' AWARD**

**NASP Policy #12**

The TRIO Achievers' Award provides the Association the opportunity to recognize current and/or former TRIO participants who have made outstanding contributions to society. Selection of the recipient shall be made by the TRIO Achievers' Award Committee duly appointed by the president.

The chair of the TRIO Achievers' Award Committee (or his/her designate) shall: (a) develop application forms, procedures, timelines, etc.; (b) assist recipients of awards with travel to COE Conference [when appropriate] and/or to the NASP fall conference [when appropriate]; (c) provide technical assistance to help project directors ~~assist nominees~~ to complete their applications for the TRIO Achievers' Award.

Applications submitted by the nominators must contain sufficient information as per the guidelines to allow selection committee members to conduct a meaningful evaluation of qualifications. Assistance provided shall be for the purpose of guiding nominators in elaborating their student's backgrounds, achievements, involvement in TRIO, etc. Such assistance shall also ensure that applications are submitted in compliance with deadlines, proper letters of support, endorsements, etc. The Committee shall notify the recipient in writing no later than November 20th of each year.

Readers of the application are selected from the Non-TRIO membership and, if possible, represent a geographic balance,. The Committee will devise a clear scoring criteria for evaluating the applications.

COE Travel for TRIO Achiever Recipients. NASP shall fund travel for the recipient of the TRIO Achiever Award to attend the COE Conference in the amount listed below:

1. Up to \$500 for airfare arranged 30 days in advance (no changes), at lowest possible rate.
2. Two nights lodging to coincide with airfare and banquet.
3. Per diem of \$40 for 3 days maxim.

4. Fifty dollars (\$50.00) for miscellaneous expenses.

Family and friends of the Achiever are invited to attend but are totally responsible to provide for their own expenses.

The cost for TRIO Achievers to attend the NASP Conference is the responsibility of the individual project that nominated the candidate. Candidates are encouraged to attend the conference if possible, but no person shall be eliminated or discouraged from applying for the award on the basis of being unable to attend. The Achiever does not need to be present to receive the award.

#### NASP Travel for TRIO Achiever & Scholastic Achievement Award Recipients.

Should the project be unable to fund part or all of the cost to the NASP Conference for an Achiever not able to attend without financial assistance, NASP will make available funds for expenses using the following guidelines:

1. One night's lodging, single rate.
2. Per diem of \$40, 2 days maximum.
3. Fifty dollars (\$50.00) for miscellaneous expenses and ground transportation.
4. Two (2) meal tickets.
5. The TRIO Achiever/Scholastic Achievement Awards Committee Chair shall distribute these funds.

Family and friends of the Achiever are invited to attend but are entirely responsible for their own expenses.

#### **NASP Policy Seminar Guidelines & Policy**

#### **NASP Policy #13**

In efforts to reserve autonomy of each state's selection process, this proposal should be viewed as a support guideline for state presidents. The standard guidelines - listed under solicit and select policy alumni to attend Policy seminar - are intended to reflect NASP policy for alumni and president travel to the policy seminar.

#### **Purpose of Policy Seminar:**

COE (Council for Opportunity in Education) is the national organization, headquartered in Washington, D.C., which represents institution of higher education, administrators, counselors, teachers, and students in the federal TRIO programs across the U.S. COE's principal concern is sustaining and improving educational opportunity program services, and advancing equal educational opportunity in America's colleges/universities. The COE Policy Seminar enables participants to learn how to impact federal policy as it affects low-income students and to visit congressional representatives and their staff.

#### **Purpose of Travel Alumni Award:**

This Travel Award is to facilitate NASP alumni to attend the COE Annual Policy Seminar in Washington, D.C. It is crucial for each state to send at least one alumnus to the Policy Seminar. Congressional leaders prefer to hear about the impact TRIO has had on individuals from the individual that was impacted.

### **Role of State President:**

- Inform constituents of the importance of the Policy Seminar
- Solicit and select Policy Alumni to attend Policy Seminar – make travel arrangements for selected alumni -
- Schedule Congressional visits for Policy Seminar
- Serve as Team Leader at Policy Seminar
- Follow-up with thank-you letters to Congressional members

\*note that the state president is responsible for making sure the above duties are carried out, they may select others to assist or perform the actual duties

### **Inform constituents of the importance of the Policy Seminar**

State presidents should stress the importance of the Policy Seminar and encourage state members to get involved. Involvement can include: nominating alumni to attend Policy Seminar, contacting state and federal officers to express the positive effects of TRIO, attending Policy Seminar and inviting state and/or federal officers to visit your programs.

### **Solicit and select Policy Alumni to attend Policy Seminar – make travel arrangements for selected alumni**

State presidents are responsible for developing a process for identifying and selecting an alumni representative to attend the Policy Seminar. However, each president must stay within the standard guidelines as proposed.

### **Standard Guidelines**

#### 1. Eligibility Criteria

Nominator:

- Must be a current member of NASP
- TRIO program must be a current Project Member
- Nominator must have support of Project Director

Alumni:

- Must be an alumni of a TRIO project in the NASP region
- Must be a registered voter
- Not a permanent staff member of a TRIO project
- Must demonstrate personal achievement as a direct result of participation in TRIO program (presidents may want to consider how the alumni achievements helped others to achieve)
- Must be able to attend Policy Seminar as scheduled

#### 2. Budget

##### Alumni Travel

NASP has budgeted \$2000 to cover the travel expenses of one alumnus per state with the exception of WA which has been budgeted for two alumni

- Round-trip airfare (arranged two weeks to 30 days in advance to get lowest possible rate)
- Up to 4 nights lodging with the seminar depending on travel dates
- Per diem of \$40 – 5 days maximum

- Up to \$80 for miscellaneous expenses
- Up to \$30 for congressional reception

Expenses are not to exceed \$2000 without the approval of NASP board. Presidents are responsible for submitting a detailed expense record, receipts (except for per diem) and remaining balance by the spring board meeting.

### **State President Travel**

NASP has budgeted \$2000 to supplement travel expenses for state president to attend policy seminar. State presidents must receive approval from the board to cover expenses that exceed the budgeted amount of \$2000. A detailed expense record and receipts must be submitted to the board by the spring meeting.

### **NASP President Travel**

NASP has budgeted \$1,000 to support travel expenses for NASP President to attend the policy seminar.

3. Calendar Guideline
  - Send out notification for constituents to identify possible alumni – January 10<sup>th</sup>
  - Deadline for constituents to submit information on possible alumni – February 5<sup>th</sup>
  - Request advance from NASP treasurer to cover travel expenses – prior to February 10<sup>th</sup> (usually takes place at Winter board meeting)
  - Identify selected alumni – February 10<sup>th</sup>
  - Make Travel Arrangements by – February 25<sup>th</sup>
  - Complete Policy Registration by – early deadline for lower rate

### **Schedule Congressional visits for Policy Seminar**

State presidents are responsible for scheduling congressional visits for your team. You will receive an email from COE requesting that appointments be confirmed by a particular deadline. The deadline is usually around March 10<sup>th</sup>. COE also provides you with tips for scheduling congressional visits as well as a list of names, phone numbers and emails of your congressional members if needed. This information may also be obtained from your state legislative website.

### **Serve as team leader during policy seminar**

State presidents are expected to serve as a team leader at the policy seminar. The responsibilities of the team leader are:

- Attend a Team Leader Orientation usually scheduled for Sunday night of the Policy Conference
- Plan and hold a short meeting with your Team members prior to hill visit, to share information and plot strategy for hill visits.
- Insure that the Question and Answer form (provided to you at orientation meeting) is completed for each visit.
- Report consolidate information gathered from Question and Answer form to NASP president following the visits

### **Follow-up with thank-you letters to congressional members**

Send follow-up thank-you letters to the congressional members during the week of March 31<sup>st</sup>

Approved by Board(12/4/04)

## **SCHOLASTIC ACHIEVEMENT AWARDS**

**NASP Policy #14**

The purpose of providing scholastic achievement awards is to provide the Association the opportunity to recognize outstanding academic achievement of students served by NASP TRIO programs.

A NASP Scholastic Achievement Awards Committee shall consist of a chair (appointed by the president and approved by the Board) and paid members who represent all geographic areas of NASP as well as all project types. The members of the committee are nominated and appointed by the chair upon the approval of the president.

Upon the recommendation of the NASP Scholastic Achievement Awards Committee, NASP shall recognize such students with Scholastic Achievement Awards. The Committee shall encourage all programs in the region to submit applications. Awards shall be made to those applicants deemed most qualified by the committee. When Committee scoring results in a tie, the deciding factor shall be equity across project types.

The amount of the awards shall be determined annually by the Board after due consideration of the report from the Custodian of the "Friends of NASP" account. Said report shall contain a review of the investments and earnings of the "Friends of NASP" account and a recommendation for the amount of the award.

The awards shall be based on the following criteria:

1. Candidates must be current or former TRIO project participants for a minimum of one year.
2. Candidates should exhibit those qualities that indicate outstanding scholastic achievements through participation in a TRIO project.
3. Candidates must have a cumulative grade point average of 2.5 or above from the most recent education institution attended.
4. Candidates must provide the Scholastic Achievement Awards Committee the following materials:
  - a. Scholastic Achievement Award Application Form completed by a current NASP member and bearing the signature of the TRIO Project Director.
  - b. A signed letter of application by the candidate addressing the following:
    - I. Brief history of educational background
    - II. Goals for higher education
    - III. Explanation of how participation in a TRIO project has impacted his/her educational goals
  - c. A signed letter of recommendation from the nominating NASP member addressing how participation in a TRIO project has impacted the participant's educational goals.

- d. Candidate's most current academic transcript.
  - e. OPTIONAL: Other letters of support, certificates of achievement, news items, etc.
5. Nomination Guidelines:
    - a. Nominations must be submitted by current NASP Project members only.
    - b. No more than two (2) nominations from a TRIO project will be accepted.
    - c. Required application materials must be received by the Scholastic Achievement Awards Committee Chair no later than the date specified by the Committee.
  6. The awards shall be presented at the Scholastic Achiever's Luncheon at Spring Conference.
  7. Should the recipient attend the Conference, the NASP TRIO Achiever Travel Policy applies.
  8. The committee chair and members shall defer the evaluation and selection of applicants to members familiar with the applicant's qualifications.
  9. All nominees will be listed in the Spring Conference booklet.

### **COE Student Leadership Congress**

### **NASP Policy #15**

NASP will contribute financial support to students to attend the COE Student Leadership Congress in June of each year. The goal will be to provide four \$200 awards to participating programs based on the following descending criteria:

1. Applicant accepted by COE
2. Applicant did not receive scholarship from COE
3. First time sending a student to the conference
4. Has not received funding support from NASP within the past 2 years
5. At least one institution per state
6. Representation of both ETS and UB programs

Each program will be contacted by the Pre-College Representative for consideration of the NASP support award. Because COE will conduct a selection process, (student applications may or may not be accepted for participation) the programs that will receive the support award from NASP will be notified following March 15.

### **COMPLEMENTARY NASP LIFETIME MEMBERSHIP AND OTHER HONORARIA**

### **NASP Policy #16**

Upon recommendation and approval of the Board, a complimentary lifetime membership or other honoraria will be granted to persons in the following categories:

1. persons who have been or who were employed by a NASP TRIO program for eight years or longer and who have made outstanding contributions to NASP or NASP programs
2. other persons whom the board deems worthy of lifetime membership

Current Lifetime Recipients are:

F. Selby Till	Stone Thomas	Marlys Noble
Ruth Russell	Pearl Hill	Lita Verts
Nancy Davis	Mary Morris	

### **NASP NEWSLETTER**

**NASP Policy #17**

The president shall appoint a member of the Association to edit and distribute an official newsletter for the Association. No fewer than two newsletters per year will be published and distributed to the membership.

The editor will:

1. in consultation with the president submit a budget for publication of the Newsletter to the Board for approval
2. establish and publish cutoff dates and guidelines for submission of articles such as length, subject areas, etc.
3. mail or fax a copy of any edited article or manuscript to the author for final review and publication approval

### **BOARD COMMUNICATIONS**

**NASP Policy #18**

Each constituency representative on the board of Directors shall organize an efficient, functional, method of communication among his/her constituency. This method may include telephone, mail, email, listserv, and internet communication.

### **NOMINATING COMMITTEE**

**NASP Policy #19**

Article V, Sec. 4a., of the NASP constitution requires that the Past-President chair the Nominating Committee.

The Nominating Committee shall be composed of a minimum of three additional persons selected by the chair. These members shall represent the region geographically.

The duties of the Nominating Committee are as follows:

1. Establish a timeline for conducting the nomination process.
2. Hold nominating meetings at Spring conference.
3. Select a slate of candidates for each constitutional office standing for election by requesting nominations from the membership at large. The Nominating Committee makes every effort to present a minimum of two nominees for each position standing election.
4. After a person has been nominated, the Nominating Committee will:
  - a. Inform the person of his/her nomination

- b. Explain the requirements of the office, such as: attendance at official Board Meetings; expenses, if any, relating to the position; travel and time commitment of the office; etc.
  - c. Confirm that the person accepts the nomination
  - d. Encourage the nominee to campaign among members of the Association
5. In the event that no person is nominated or accepts the nomination for a particular office, the Nominating Committee will conduct a search of the membership for candidates.

## **VOTING PROCEDURES**

## **NASP Policy #20**

Members attending fall conference may vote. All NASP members shall elect the President-elect, Secretary, Treasurer, and Active Non-TRIO representative. Only TRIO members from the specific state chapters may vote for their representative in their state chapter meetings. Similarly, pre-college and college representatives may only be elected by a vote of constituent TRIO members in those programs. Separate ballots will be made to accommodate these two groups.

### **Tallying the Votes**

1. After voting has ceased, the chair of the Nominating Committee will select a minimum of three additional persons to assist in counting the ballots.
  - a. The chair shall call out the votes, and the first assistant shall verify that the name is correct.
  - b. The second assistant shall record the vote on a tally sheet, and the third assistant shall verify that the vote was correctly recorded.
2. The chair of the Nominating Committee shall inform the president of the election results. He/she shall notify each candidate of the outcome of the election prior to announcing the outcome to the general membership of the Association.

## **TRIO Abroad**

## **NASP Policy #21**

NASP will sponsor students from our region by providing \$2500 for two students or \$3500 for one.

### **Eligibility Criteria**

Student applicants should:

- ◆ Be enrolled in good standing at their home institution;
- ◆ Be enrolled fulltime during the spring semester of 2002;
- ◆ Have sophomore standing by the end of fall 2001;

- ◆ Be recommended by the SSS or McNair program director (a paid project member) on the basis of demonstrated leadership ability and fitness, maturity and motivation to participate in all activities;
- ◆ Submit a personal essay describing their interest in study and travel abroad with the COE/University of Liverpool application form, and
- ◆ Sign a personal conduct statement agreeing to abide by rules and protocol for the study tour.

### **Applications:**

Students need to submit:

1. Two to three page personal essay describing their interest in study and travel abroad;
2. Unofficial copies of transcripts from all colleges ever attended;
3. Letter of recommendation from a TRIO director.

**Application Deadline:**                      **February 1 of each year.**

**Payment Deadlines:** \$1,000 due February 1, 2002; \$1,450 due April 1, 2002; and remaining \$1,500 June 1, 2002. If a student withdraws before June 1, all payments will be refunded minus a \$250 handling fee and minus any unrecoverable payments to hotels, tour operators and airlines.

### **Financial Aid**

The Council for Opportunity in Education will award scholarships of \$500 to some students selected for the 2001 European Study Tour. Additionally, a number of regional and state TRIO associations may be awarding scholarships. Each TRIO director nominating a student for participation is asked to contact the appropriate regional and state associations for information about association-sponsored scholarship opportunities. Students may also be eligible for federal student assistance under Department of Education regulations. The sponsoring TRIO director is encouraged to work with the campus financial aid director to secure appropriate funding from this source and to ensure that credits obtained will be transferable. Other campus offices—such as the president’s or dean’s office—might also be encouraged to provide partial funding.

### **For more information**

[www.coeusa.net](http://www.coeusa.net)

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## **Pearl M. Hill Memorial Scholarship for Upward Bound Students                      NASP Policy #22**

Pearl M. Hill attended the public schools of Portland, Oregon and was an Upward Bound student at the University of Oregon in Eugene. After completing high school, she attended the U. of O., graduated and later became the director of the Upward Bound program there. She served in that position for 24 years helping hundreds of first generation and low income youth gain access to a college education. Pearl’s passion for her work lead her to become the founding president of the Northwest Association of Special Programs (NASP), the regional association of TRIO programs in Alaska, Idaho, Oregon, and Washington, and a member of the founding committee of TRIO’s national association, the National Council of Educational Opportunity Associations (NCEO), known today as the Council for Opportunity in Education (COE). Pearl served as its first secretary and sat on its founding board of directors. In 1982 she was among the first TRIO grads to be recognized by the Council as TRIO Achievers. Pearl remained active in TRIO until her

health declined. She died in November of 1999 but will long be remembered for her legacy of advocacy, tenacity and tireless leadership in establishing NASP and NCEOA (COE) as “the voice that responded to or spoke on behalf of TRIO and TRIO-type students and programs.” The amount of the scholarship shall be \$500.

### **Eligibility Criteria:**

1. Candidates must be current or former UB project participants (minimum of 2 years) from Region X (AK, ID, OR, and WA)
2. Candidates must be enrolled or planning to enroll in a program of post-secondary education by Fall 2004.
3. Candidates should exhibit those qualities which indicate outstanding leadership ability, civic involvement, and commitment to higher education goals.
4. Candidates must have a cumulative grade point average of 2.5 or above from the most recent school attended.

### **Required Application Materials**

The Pearl M. Hill Memorial Scholarship applications submitted by candidates must contain sufficient information to allow selection committee members to conduct a meaningful evaluation of applicants' qualifications. To achieve this, candidates should provide the following:

1. A personal statement (not to exceed two pages) addressing the following: Upward Bound participation, career and education goals, evidence of leadership skills, school activities and community service, work experience and financial need.
2. A completed Nomination Form
3. A completed Activity Sheet.
4. Academic Transcripts (high school and college)
5. Two letters of recommendation addressing your leadership ability: one from the person nominating you and one from a teacher, advisor or community person knowledgeable of your leadership/academic skills.
6. Optional: Other letters of support, certificates/awards, news items, etc.

### **Nomination Guidelines**

1. Nominations submitted by current NASP members only.
2. Only two (2) nominations allowed from each Upward Bound project.
3. Required application materials must be received by the Committee Chair on the date specified in the application. Application materials should be mailed to the Pearl Hill Scholarship Chair.

### **TRIO ThinkQuest Web Design Award Policy**

### **NASP Policy #23**

Projects who participate in the annual TRIO ThinkQuest web design competition will be chosen by the Web Design Committee to highlight student web sites in workshop sessions at conferences where TRIO ThinkQuest is being presented. NASP will award travel money for

these projects' students following the travel guidelines in NASP Policy #12, TRIO Achiever's Awards. Receipts must be provided as documentation.

Approved by Board(12/4/04)

### **Scholar's Bowl**

### **NASP Policy #24**

The Scholar's Bowl is a pre-college event sponsored by NASP once a year, consisting of academic and athletic competitions, and hosted by an institution with a TRIO pre-college project. Upon approval by the Board of a written Scholar's Bowl budget, NASP will provide the Scholar's Bowl committee chair with seed money up to \$2500 for conference expenses. These funds are to be placed in a Scholar's Bowl checking account and used to reserve hotel or dorm space for students in advance, to create publications needed to advertise the event and register projects, or to cover other advance local expenses that may be incurred by the Scholar's Bowl chair. The Chair will return the seed money to the board within three months following the event.

Approved by Board(12/4/04)

### **Procedures for Email Voting**

### **NASP Policy #25**

As the NASP Board may need to conduct official Board business between scheduled meetings, the following procedures will be observed:

- 1) All Board members will establish(and update) a group Board e-mail list.
- 2) Board business via e-mail may include either general discussion on a topic or a motion to vote.

When Board members choose to have general discussion, all discussion will be conducted using the group Board e-mail list and by using the "Reply All" button during the e-mail discussion.

When a need arises to conduct an e-mail vote, the same procedures will be used in the e-mail vote as in an a scheduled Board meeting. Before a Board member initiates an e-mail vote, he/she should first contact the President to make sure that the President is available to call for the vote.

The following procedures will apply:

- 1) A Board member will make a motion to the group Board e-mail list.
- 2) The motion must be seconded by another Board member **within two business days** to the group Board e-mail list.
- 3) Discussion on the motion will continue to the group Board e-mail list **for five business days.**
- 4) The President will call for the vote on the **6<sup>th</sup> business day**. Board members will cast their vote to the group Board e-mail list **within two business days**. A quorum of Board members is required for the vote to pass.
- 5) The President will report the results of the vote to the Board group e-mail list **within the next two business days.**
- 6) The results of the vote will be ratified at the next scheduled Board meeting.

Approved by Board(12/4/04)

**Peer Monitor Review Reimbursement Policy (yet to be approved) NASP Policy #26**

Projects undergoing a peer monitoring review can request reimbursement of expenses for peer monitor travel expenses following NASP Policy #7: Reimbursement Procedures. The request must be made in the same year that the review occurred and the expenses will be taken from the Peer Monitoring line item in the annual NASP budget. Receipts must be provided as documentation.

**NORTHWEST ASSOCIATION OF SPECIAL PROGRAMS**  
**NASP OUT-OF-TOWN EXPENSE STATEMENT**

Name \_\_\_\_\_ Project \_\_\_\_\_

**NASP BOARD MEETING REIMBURSEMENTS WILL BE LIMITED TO \$100 PER DAY UNLESS APPROVED BY THE BOARD.**

Date	Department	Points of Travel		Arrival	
	Hour	From	To	Date	Hour

Hotel: \$ \_\_\_\_\_

Airfare: (At lowest rate) \$ \_\_\_\_\_

Transportation to & from hotel to airport: (At lowest rate, use of shuttle when possible)  
\$ \_\_\_\_\_

Mileage: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Parking \$15.00 per day maximum: \$ \_\_\_\_\_

Per Diem Allowance claimed at \$40.00 per day: \$ \_\_\_\_\_

*Please attach original receipts!*

**Schedule of "Exceptional" expenses claimed in addition to or in lieu of Per Diem Allowance.  
(Provide narrative)**

Date	Hotel	Meals	Tips	Local Taxi, Car Fare, Toll, etc.	Other	Total
<b>Total</b>						

Total expense claimed: \$ \_\_\_\_\_

Amount due to traveler: \$ \_\_\_\_\_

Purpose of trip: (must include agenda ) \_\_\_\_\_

I certify that this statement, the amounts claimed and attachments are true, correct, and complete to the best of my knowledge and belief, and that the payment for the amount claimed has not been already received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

