



CHAPTER EDUCATIONAL FUND GUIDELINES

1. CONTINUITY OF SCHOLARSHIP FUNDS

AFS Chapters sometimes find it difficult to monitor their Educational Funds, keep up with IRS regulations and earn a safe return with the Chapter's educational funds.

- A) FEF makes sure the wishes of the **Chapter** are carried out each year. All Scholarship monies will be used for the purpose intended in the name of the **Chapter**.
- B) FEF was created by the AFS and other Societies to be an independent Foundation for Scholarship assistance on the college level and to encourage the lifeline into our Industry of the best technical people at our nation's leading Schools. It is all we do.
- C) FEF is a tax-exempt 501(c)3 non-profit organization. **Chapters** avoid potential IRS problems with FEF management of Educational Funds.

2. CONTROL

- A) The Fund is in the name of the **Chapter** and any funds disbursed are stated on the check with the **Chapter's** name. Students are encouraged to acknowledge scholarships to the **Chapter**.
- B) The **Chapter** can designate geographic areas or specific Schools where they wish their Funds to be placed. The **Chapter** can select individual Students, provided the student meets the current guidelines for awarding FEF scholarships.
- C) The Funds may be returned to the **Chapter** for similar use (minus any investment liquidation charges), if there is dissatisfaction with FEF's management of the funds, or in the event the FEF should ever be dissolved.
- D) FEF is independently audited each year with special attention to these accounts. **Chapters** receive a detailed Fund Account of their activity following the FEF audit and monthly if requested. FEF ends its fiscal year on April 30th.

3. INVESTMENT

Better returns are usually possible with FEF's conservative yet progressive investment program over individual **Chapter** investments. The principal for endowments is immunized and protected in our investment portfolio to the best of our ability. The FEF Investment Committee is headed by FEF's Treasurer, and monitored by FEF's Executive Committee. A fixed rate of return is announced each January. FEF's Investment Strategy can be requested.

4. FEES

The following schedule is used to assist the FEF with the management of **Chapter** Funds.

- Eighty percent of earnings to scholarships
- Fifteen percent to FEF operations
- Five percent back to the principal

5. STUDENT SCHOLARSHIPS

Only interested and qualified metal casting students should be selected to receive scholarships. Students must be taking **at least one class or lab** related to Cast Metal Technology at the time the scholarship is awarded or show other tangible efforts (i.e. company site visits, Chapter meetings, etc.) in the field of metal casting. The student does not necessarily have to be attending an FEF School, although the **Chapter** must make sure that Students selected from Non-FEF schools are registered through FEF's web site before funds are disbursed. The local **FEF Key Professor** may also offer input on selection of students.

Recap

- A) FEF Guidelines for Scholarships state that the minimum scholarship amount is \$500.00.
- B) Students must be registered and keep their information updated within the FEF fiscal year, May 1 – April 30
- D) Scholarships may be awarded to **freshmen, sophomores, juniors, seniors and graduate** students with demonstration of interest in metal casting.
- E) Students are notified as to the origin of the scholarship and encouraged to acknowledge the **Chapter**.
- F) Scholarships are awarded to students with a genuine interest in cast metals and not on the basis of family or chapter relationships.
- G) FEF Scholarships meet the Equal Employment Opportunity and Affirmative Action requirements.

6. START-UP

Funds of this type are set up with a balance of \$20,000 or more to provide for annual awards. Lower start-up funds are accepted to establish the fund, with regular additions made to the principal. For awards presented at the College Industry Conference, please contact the FEF office; selection of student recipients for CIC scholarships is through the FEF Executive Committee.

7. EXAMPLES OF AGREEMENTS

Examples of **Chapter** Agreements with FEF are available on the FEF website.

8. FEF BOARD OF DIRECTORS / KEY PROFESSORS

A list of the Leaders in our Industry who serve on the FEF Board of Directors, as well as the FEF schools, is available on the FEF website

SPECIAL SPEAKERS

Bill Sorensen (or other FEF Board Members) is available to address your **Chapter** about the FEF with a short 5-20 minute presentation.

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