

**CAL FARLEY’S BOYS RANCH ALUMNI  
ASSOCIATION POLICIES**  
(As Amended 6/19/21)

**I. MEMBERSHIP POLICY**

**A. Membership Eligibility**

1. Voting Membership shall be based on the Cal Farley’s Boys Ranch Alumni Association (CFBRAA) Bylaws (Article I, Section 1). Current Boys Ranch residents are not eligible for voting membership.
2. Associate and Honorary membership shall be based on the CFBRAA Bylaws, (Article 1, Sections 2 and 3).
3. The CFBRAA shall reserve the right to verify all claims related to the membership residency requirement.
4. No person shall be denied membership in the Alumni Association because of race, religion, sex or ethnic background.

**B. Rights and Privileges of Membership**

1. Voting members shall be entitled to the following:
  - a) May vote on referendum issues pertaining to the Association.
  - b) May serve on the Board of Directors (BOD) or committees of the Association, when appointed or elected.
2. Any voting, associate or honorary member in good standing is entitled to all of the following:
  - a) May attend all regularly scheduled meetings of the Association.
  - b) May take advantage of alumni discount rates and special programs, as applicable.
  - c) Are invited to CFBRAA activities, as applicable.
  - d) Shall receive appropriate mailings of the Association.

**C. Annual Membership Terms, Procedures**

1. Dues may be paid at any time. Annual membership shall begin upon receipt of payment of dues and shall continue for one year.
2. Membership shall expire at the end of the month in which the membership anniversary occurs. Membership paid within 30 days of an expiration date shall be considered continuous.

3. Membership in CFBRAA is a privilege. The CFBRAA reserves the right to suspend or revoke membership for public actions inconsistent with the mission of the Association, or for conduct which jeopardizes the reputation of the Association. Suspension or revocation is issued by a two-thirds vote of the BOD. Such persons may be reinstated by a 2/3 vote of the BOD.

#### D. Anti-Discrimination and Harassment Policy

1. The Association is committed to the equality of opportunity and valuing of diversity in membership and participation. The CFBRAA recognizes the right of all members to participate in an environment free from harassment and unlawful discrimination.

2. Harassment is defined as behavior that is directed at an individual or group of members which is:

- a) Offensive, belittling, humiliating, intimidating or threatening and
- b) Unwelcome and unsolicited and
- c) Is of the type that:
  - (1) Is usually unreciprocated;
  - (2) Can usually be expected to be repeated;
  - (3) Makes the environment unpleasant, humiliating or intimidating for the individual or group;
  - (4) Can make it difficult for effective participation

3. Harassment may be sexual in nature or based on gender, race, disability, religious beliefs or sexual preference.

4. Discrimination occurs when a person is treated less favorably than another person because of certain attributes (direct discrimination), or when a requirement that is the same for everyone has an unfair effect on some people because of an attribute, such as race, pregnancy, gender, disability (indirect discrimination).

5. Any accusations of harassment or discrimination should be reported to the Association Executive Director or a member of the BOD. The Board of Director will refer the report to the Membership Committee to investigate and bring recommendation concerning the accusation. Legal counsel will be consulted if deemed appropriate. The BOD may withdraw membership from any member guilty of harassment or discrimination.

## II. FINANCE POLICY

CFBRAA is an approved 501(c)(3) non-profit organization. All funds and assets belonging to the Association are the property of the Association as a whole and fall under the governance of the Association Bylaws and Policies. The Association entrusts the Finance Committee and the Treasurer with responsibility to care for and

maintain all financial assets in accordance with these Policies and the Association Bylaws.

A. Purpose of Policies

The primary purposes of these policies are to:

1. Protect and maintain all financial resources and obligations with integrity and responsibility
2. Provide direction and protection for those handling and maintaining CFBRAA funds
3. Insure CFBRAA members and other contributors to the Association of the deductibility and responsible accountability of their dues or contributions

B. Amending of Policies

Changes to these Finance Policies must be reviewed by the Finance Committee prior to vote by the BOD. To amend these Financial Policies requires a two-thirds majority vote of the board members present in regular or special called business session.

C. Fiscal Year

The fiscal year for the Association will be July 1 through June 30

D. Finance Committee

1. Membership

The Finance Committee shall consist of those members elected by the BOD. The Executive Committee may fill vacancies of unexpired terms as necessary. The Treasurer shall be a non-voting member of the Finance Committee.

2. Principal Function

- a Receive and review budget requests from other CFBRAA committees and groups, and develop the Annual Operating Budget.
- b Review budget expenditures and insure that all expenditures are in compliance with the CFBRAA approved budget and these procedures. Committee members should have on-line visibility of CFBRAA finance reports.
- c Determine and administer the Association finance accounts.
- d Review and determine amounts of insurance and bonds to be carried by the Association.
- e Provide financial reports and recommendations to the BOD on a regular or as needed basis.
- f Provide direction to the Treasurer in administering funds.

- g Meet regularly and/or as needed to carry out these policies and give direction in financial matters
- h Insure that the Association is compliant with all requirements for maintaining it's 501(c)3, Non-Profit status
- i Develop, review and administer the Finance Policies and Gift Receiving Policies of the Association.
- j At least bi-annually (every two years) conduct an internal audit of the financial practices of the Association.
- k Duties identified for the Committee in other Policies of the Association.

E. **Treasurer**

The Treasurer shall have responsibility to oversee the handling and accounting of all funds and property of the Association. The Treasurer shall provide direction and oversight to all who handle monies of the Association assuring that the Financial Policies of the Association are followed completely. Specific duties include:

1. Maintain custody of all funds and securities
2. Make deposits to approved accounts
3. Review all receipts and vouchers for payment to CFBRAA.
4. Make payments for approved expenditures
5. Maintain financial records providing clear accountability for all receipts and disbursements of the Association
6. Other duties related to the financial obligations of the Association as directed by the Finance Committee and/or BOD
7. Participate in Finance Committee and BOD meetings and provide financial reports and information as required
8. Administer the retention and storage of all financial records in accordance with the Document Retention policy
9. Send acknowledgements of revenue received and charitable giving reports to all contributors to the CFBRAA and the CFBRAA Foundation (CFBRAAF).
10. Review the monthly reconciliations of all CFBRAA finance accounts.

The Treasurer may have an assistant, approved by the BOD, who has authority to access account information and sign checks and receipts. The duties of the Treasurer may be designated to an approved signer or another CFBRAA member or accounting firm with the approval of the Finance Committee, and the BOD.

## F. Operating Budget

### 1. Development and Adoption

The Finance Committee will prepare and recommend an annual budget to the BOD prior to the end of the fiscal year. The BOD will adopt an Operating Budget for each fiscal year.

- a All CFBRAA committees and groups will be given the opportunity to submit budget requests to the Finance Committee.
- b The Finance Committee will consider these requests, provide an assessment of projected receipts and present a balanced budget to the BOD for adoption.
- c The BOD may change the Finance Committee recommendation, but the approved budget must reflect adequate income to cover expenses.

### 2. Administration

- a The Finance Committee will administer the Operating Budget. No operating expenditures may be made outside of the Operating Budget without the approval of the Finance Committee.
- b Changes to the Operating Budget as a whole require approval by the BOD. Minor changes involving the transfer of budget from one account to another may be approved by the Finance Committee, with reports provided to the BOD.

## G. Designated Funds

CFBRAA will serve as the steward of designated funds. Individuals, groups, or the Association may set up designated funds administered outside of the Operating Budget. These funds may only be used to achieve the stated purposes of the CFBRAA. Procedures for distribution of these specific funds will be developed and agreed upon by the contributor(s) and the Finance Committee, and approved by the CFBRAA BOD.

## H. Expenditure of Funds

The CFBRAA Bylaws provide general direction for expenditure of funds.

1. All expenditures must be within the approved Operating Budget unless authorized by the BOD. The Finance Committee may authorize minor changes (10% of total budget) in the distribution of the operating budget.
2. No expenditure will be made without a written statement in the hand of the Treasurer, Finance Committee or their designee, itemizing the amounts to be paid and services rendered.

3. All expenditures not specifically identified in the budget (i.e. miscellaneous items) in excess of \$500 require approval of at least two Finance Committee members.
4. Any payment made directly to another CFBRAA member requires approval of at least two Finance Committee members.
5. Any cash disbursements require written receipts that detail amount disbursed and services rendered. Any cash disbursements to another CFBRAA member require two Finance Committee members' signatures on the receipt.
6. Approved signers will be pre-determined by the Finance Committee.

Recommended approved signors include:

- a) *Treasurer*
- b) *Assistant Treasurer*
- c) *Finance Committee Chair*
- d) *CFBRAA Board President*
- e) *CFBRAA Board Secretary*
- f) *Executive Director*

7. No liability will be incurred or expenditure made without adequate funds available or accessible.

#### I. Audits

The Finance Committee has responsibility to review and administer these Financial Policies. At least bi-annually (every two years), the Finance Committee will conduct an internal audit of financial practices to determine compliance with Finance Policies. The audit will include:

1. Review the Finance Policies
2. Reviewing financial reports and records which reflects adherence to the Finance Policies
3. Prepare a report for the BOD documenting breaches of policy and consequences
4. Recommending remedial actions or policy change
5. Review bank statements to verify accuracy of financial reporting

Upon direction from the BOD, the Finance Committee will secure the services of an outside auditor for an external audit.

#### J. Dues and Donations

1. Dues for each level of membership in the Association, will be recommended by the Finance Committee to the BOD. Dues are set by the BOD and are subject to ratification by a majority of active members during the General Membership Meeting. (Bylaw Article IV, Section 4).

2. The Treasurer, or Treasurer's designee will receive dues and provide members with receipts.
3. The Treasurer or Treasurer's designee shall have oversight of the reception and depositing of all monetary donations and provide contributors with a receipt and an expression of appreciation. Donations of goods and services will be recorded and included in financial reports.

#### K. Handling Funds

1. The purpose of this policy is to protect those who handle CFBRAA funds from any criticism or accusation or perceived non-transparency.
2. All cash and checks received will be deposited as soon as possible to the appropriate account. Cash received at reunions or other CFBRAA functions, will be accounted for by at least two CFBRAA members. The accounting record, (usually the envelope containing the revenue), will be signed by at least two active members of the Association. The Treasurer will maintain these accounting records for audit.

#### L. Procurement

These procurement policies apply to purchases, other than budgeted administrative expenses (i.e. mailings, printing, etc.), made in excess of \$1,000. Purchasing will be consistent with the stewardship efforts of the governing BOD. Purchase authority and approval will be consistent with the Finance Policies and the approved budget. Procurement in excess of \$1,000 will require at least two (preferably three) competitive bids. - this includes contracted services such as Accounting. Bids should be in writing. Sole source bids will be fully justified and approved by a majority vote of the Finance Committee. Any financial obligation made outside this approved procedure will be the personal responsibility of the person authorizing that obligation. Members of the Finance Committee or BOD may not receive any remuneration either tangible or intangible from a CFBRAA vendor as a result of the Association doing business with the particular vendor.

##### 1. Vendor Selection Criteria

- a) For items in excess of \$1,000.00, potential vendors will be evaluated based on:
  - (1) Quality of item(s) to be purchased
  - (2) Cost of item(s) to be purchased
  - (3) Availability of item(s) to be purchased
  - (4) Timeliness in responding to request for written bid
  - (5) Service/Maintenance/Warranty

b) For items to be purchased from a sole source vendor, the purchase must be fully justified (including choice of vendor) and approved by Finance Committee.

2. Requisition/Purchase Order

Purchase orders and requisitions should be treated as contracts and/or purchases and approved by the Finance Committee prior to ordering. A copy of the final bill will be filed accordingly with the Treasurer after final payment. Standing and or Special Committees of the CFBRAA may solicit bids and purchase orders in accordance with these policies, for budget expenditures over which the Committee has responsibility. Final approval of expenditures and purchase orders remains the responsibility of the Finance Committee.

M. Non-Collusion

No employee, officer, BOD member or volunteer of the CFBRAA will participate in the selection or awarding of any contract, if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

- the employee, officer, Board member or volunteer;
- any member of his/her immediate family;
- his or her partner; or
- any organization which employs, or is about to employ any of the above,

has a financial or other interest in the firm that is selected for the award.

In addition, no employee, officer, Director or volunteer, will solicit or accept gratuities, favors or anything of monetary value for their personal benefit from contractors, suppliers or potential contractors or parties to any sub-agreements. CFBRAA may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value (lunches, etc.)

The non-collusion section of the CFBRAA governing Policies will also be consistent with, and compliment the Association's Procurement Policy.

N. Investment Policy

The CFBRAA may choose to invest funds designated for specific purposes and/or as reserves for future Association use. These investments will be made by depositing the funds with the CFBRAA Foundation for investment under the investment policies and practices of the Foundation.



### III. DOCUMENT RETENTION POLICY

This policy covers all records and documents, regardless of physical form or characteristics, which have been created or received by the CFBRAA in connection with the transaction of Association business.

#### A. Electronic Documents

Electronic documents shall be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the following document retention schedule shall be maintained for the appropriate amount of time.

#### B. Document Destruction

CFBRAA is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of the documents may be accomplished by shredding, burning, or sending them to the landfill.

#### C. Suspending Document Destruction

Upon any indication of an official investigation of CFBRAA by the IRS or any governmental entity, document destruction shall be suspended immediately. Destruction shall be reinstated upon conclusion of the investigation.

#### D. Document Retention

CFBRAA shall retain documents for the period of their immediate or current use, unless located in the following document retention schedule. Documents that are not listed, but are substantially similar to those listed in the schedule shall be retained for the appropriate length of time.

The following is a partial listing of recommended retention times for several types of corporate records. The list is categorized according to the recommended length of time to retain certain documents. It is not a complete listing but a general overview.

##### 1. Permanent Records:

###### a) Accounting

- Checks used for important payments; i.e., taxed, property, etc.
- Tax and information returns and supporting documents (State and Federal)

###### b) Legal

- Articles of Incorporation
- Bylaws
- Corporate Charter, Constitution
- Deeds and titles

- IRS examinations, rulings, comments
  - Litigation
  - Minutes – board and committees
  - IRS exemption application and determination letter
  - State tax exemptions
  - Insurance records
2. Three Years:
- a) Legal
    - Insurance matters: policies,
    - Fire inspection reports,
  - b) Human Resources
    - Employment applications for individuals not hired
    - Employment applications and related documents for individuals hired—while active plus 3 years
    - Individual employee files—while active plus 3 years
  - c) All Correspondence
3. Four Years:  
Employment tax records
4. Six Years:
- a) Leases—while active plus 6 years
  - b) Contracts and agreements—while active plus 6 years
5. Seven Years:
- a) Accounts payable and receivable ledgers and schedules
  - b) Canceled checks
  - c) Donor contributions (numbered receipts)
  - d) Journals
  - e) Sales invoices
  - f) Bank reconciliations
  - g) Invoices (after payment)
  - h) Monthly / End-of-year financial reports and statements
  - i) Working papers: accounting, financial reports
  - j) Audit reports of accountants
  - k) Depreciation schedules
  - l) Accident reports (after settlement)

## IV. GIFT RECEIVING POLICY

### A. Purpose of the Guidelines

1. To protect the interests of the donor, CFBRAA, or causes named as the beneficiary of a gift.
2. To make certain all gifts to CFBRAA are structured to provide maximum benefits to the donor and the Association.
3. To encourage interested donors to make gifts without encumbering their own or CFBRAA's financial or other resources.
4. To optimize opportunities to secure gifts from individuals or organizations to causes without compromising or endangering the reputation of the CFBRAA.
5. These guidelines are not meant to be applied to CFBRAA membership dues or level of membership contributions.

### B. General Guidelines

1. These guidelines are specifically applicable to gifts valued at \$10,000 or more. The principles set forth, and some specifics may be applied to lesser gifts as determined by the Finance Committee. The real estate policies will apply to all gifts of real estate, regardless of value.
2. No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.
3. Any gift presented to CFBRAA without the approval of a CFBRAA representative shall not be received until after it is determined that the intended gift, and the manner in which it is given, is in compliance with the will and interest of the donor.
4. The Finance Committee of the CFBRAA shall be apprised of any potential gift or bequest to the CFBRAA. Each case shall be reviewed by the Finance Committee with the President to ensure proper action, accounting, and acknowledgements surrounding each gift.
5. Donors should always be advised of their own need for legal counsel to assist them in the process of making their gift. CFBRAA shall avoid becoming involved in what can be interpreted as unauthorized practice of law. Any suggestions made to a donor by the CFBRAA should be accompanied by encouragement to seek advice from the donor's personal counsel and/or financial advisors.
6. Precautions shall be taken by the CFBRAA to protect the privacy and confidentiality of each donor and the donor's family. Permission must be obtained before any public acknowledgement is made of gifts received by the CFBRAA. The right of anonymity must always be respected.

7. When substantial gifts are received the Executive Director, Board President and / or the Finance Committee Chair shall make efforts to meet with the individual donor prior to or concurrent with the execution of a gift agreement. In the case of charitable remainder trusts or other complex arrangements such a meeting is mandatory. All complex arrangements must be reviewed by CFBRAA's counsel.
8. In all cases, any professional advisors such as Attorneys or CPA's whose services are secured by CFBRAA must recognize their client is CFBRAA, and that they do not represent the donor. Professional advisors for the CFBRAA will always seek to work with the advisors of the donor.
9. Gifts shall not be accepted where the mental competency of the donor is in question. However this does not preclude a person acting in the capacity of Attorney-in-fact from making a gift from the estate of the individual granting the Power of Attorney. The donor's Power of Attorney must be specifically granted the power to make charitable gifts.
10. CFBRAA will provide gifts receipts meeting IRS substantiation requirements for property received by CFBRAA as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed by CFBRAA to any receipt or other form of substantiation of a gift received by the CFBRAA.
11. Investment considerations and gift considerations are in all cases to be evaluated separately, each on their respective merits. The offer of a gift to be tied in any way to an investment action or decision by CFBRAA must be reviewed by CFBRAA's counsel and/or the Finance Committee prior to acceptance.
12. CFBRAA shall in no way compensate, whether through commissions, finders fees, or other means, any Association Member for directing a donor to the CFBRAA. Any cases involving donations/gifts where the Association Member may accrue a benefit must be approved by the BOD. This policy is designed to achieve transparency.
13. All written instruments setting out the description and terms of a gift shall be reviewed by legal counsel on behalf of the CFBRAA and a written report made to the BOD on its compliance with applicable laws and regulations as well as an explanation of its potential liability to the CFBRAA.
14. The Finance Committee of the CFBRAA is responsible for maintaining and reviewing these Policies and for accepting gifts or donations according to these Policies. Any deviation from these Policies in the accepting of gifts must be approved by the BOD.

### C. Types of Gifts

1. Both current gifts and deferred gifts shall be actively encouraged. Response to each type of gift should be prompt without regard to the monetary value or timing of the individual gift. The decision to accept or reject any gift, whether current or deferred, shall be weighed on the merits of the individual gift, always regarding the donor's intent and financial condition as well as the benefit to CFBRAA's causes.
2. Any gift subject to a restriction shall be accepted, only after review by CFBRAA's counsel and/or the Finance Committee. Every effort shall be made to ensure the restrictions on the gift do not negate any potential benefit to the intended cause. Also the restrictions should not encumber CFBRAA with excessive additional responsibilities as to make the gift inadvisable.
3. CFBRAA should not be engaged in the execution of notarial wills. CFBRAA may, however, provide gift clauses for inclusion in wills by donors and/or their personal counsel.
4. Annuities - Gift annuity contracts may be entered into only after having been approved by the Finance Committee and the BOD.
5. Gifts of life insurance shall be accepted only after examination of funding of the policy and the gift substantiation requirements. CFBRAA members shall avoid even the appearance of giving an endorsement, either implied or direct, to any life insurance product, company, or agent.
6. Gifts of oil and gas rights may be received absent extenuating circumstances such as extended liabilities or other conditions making receipt of the gift inadvisable. In that regard, each potential oil and gas gift shall be examined by a professional advisor with experience in mineral leases for such extenuating circumstances which would argue against receipt of the gift. Working interests in oil and gas, which entail special problems regarding taxation either to CFBRAA generally or to individuals who may receive the gifts, and may also entail extended liabilities for personal, property and environmental damage, should not be considered.

### D. Policies for Gifts of Real Estate

1. Gifts of real estate are acceptable only after the following criteria are met:
  - a) A personal inspection is conducted by an appropriate CFBRAA member.
  - b) The donor will be given a copy of these CFBRAA Gift Acceptance Guidelines with attention given to these Real Estate Policies.
  - c) Determination is made that the property has not been utilized in a manner that would cause embarrassment to the Association.

- d) An appraisal satisfactory to the IRS gift substantiation requirements has been completed and CFBRAA and donor have reached an understanding as to the valuation of the property.
- e) Debt, insurance, homeowners' association fees, property taxes and other carrying costs have been assessed as to the effect on the advisability of taking the gift.
- f) Appropriate steps have been taken to determine if any other liabilities might attach to the property such as leases, contracts, or servitudes.
- g) All pertinent information regarding the property is supplied by the donor. This would include names of owners and co-owners (and percentage ownership), recent tax statements, address and/or legal description, and description of current use.
- h) Donor must convey all his/her undivided interest in the real estate including any mineral interests. The IRS will not consider a gift of partial interest and would disqualify such a gift from income and estate tax deductions.
- i) CFBRAA may recover any costs of managing real estate by charging a fee that is determined by the schedule set by the Finance Committee
- j) The donor must be willing to bear the costs associated with the gift of real estate, such as legal fees, real estate commissions, management fees, and appraisals, or have these costs deducted from the sale value of the property.
- k) The BOD must approve any exception to these Policies.

2. Gifts of real estate are acceptable only if they meets the needs of the CFBRAA as determined by the BOD.

3. Where a personal residence is the subject of a gift, it will not be accepted without the approval of the BOD if the right to utilize the residence is vested in a person other than the donor. Gifts of personal residences will be subject to these real estate policies and environmental assessment procedures.

## V. SCHOLARSHIP POLICY

### A. Purpose

The purpose of the Scholarship Policy of the Association is to provide guidance in allocation of available resources for assisting Association members and their families in achieving educational goals. Educational goals may include pursuit of a degree, certification, or qualification for a job or position. Educational goals may involves others.

### B. Scholarship Resources

#### 1. General Scholarship Fund

The CFBRAA will receive and distribute funds designated for scholarships.

- a) Funds may be invested, with principle being used to provide a perpetual source of funds. All such investments are subject to the Investment Policies of the Association.
- b) Funds may be deposited with the principle and earnings available for use in scholarships.
- c) All funds designated for scholarships will be used exclusively for providing educational support to approved applicants. Funds designated for scholarships may not be used for other purposes without the express permission, in writing, of the contributor of the funds.
- d) Educational support includes approved and accredited education institutions and courses of study. In addition to accredited colleges and universities, scholarships may be approved for specialized courses of study, certifications or technical schools
- e) Scholarships will normally be awarded for two (2) year increments (4 semesters or 6 quarters) for students attending conventional college curriculums. The terms may be modified based on available funds and/or student objectives and performance. Student performance is expected to achieve a minimum cumulative GPA of 2.0 (4.0 scale). Students on scholarship are expected to maintain full time status as defined by the school policy. Students enrolled for less than full time status may have their stipend reduced correspondingly. Scholarship students enrolled in technical courses will be adjusted on a case by case basis.

2. Designated Scholarships

The CFBRAA may serve as the guardian and distributor of specific scholarships. Individuals or groups may set up unique or designated scholarships to be governed by and distributed by the Association. The guidelines for distribution of these specific scholarships will be developed and agreed upon by both the contributor and the BOD.

C. Scholarship Committee

1. Members

- a) The Scholarship Committee shall consist of seven (7) to nine (9) members, nominated by the Executive Committee and elected by the BOD. The Executive Committee may elect Scholarship Committee members to fill vacancies that arise between Board Meetings to serve until the vacancy is permanently filled by the Board.
- b) Only members of the Association may serve on the Scholarship Committee.

c) Members may not participate in the decision making processes of the Committee while an application from a family member is being considered. Family member is an immediate family or family member once removed (i.e. cousin, nephew, niece, aunt, grandchild etc.). This Policy applies to in-laws or step-family members as well. This restriction to participate includes consideration of any applications from the time a family member's application is received until a determination relative to the application is finalized.

d) The Scholarship Committee may not take action without a quorum present. All vote percentages in this Policy refer to the number of members present at an official meeting. The acting Chair of the meeting may vote.

2. Terms of Service

Members May serve three-year terms with approximately one third of the Committee rotating off each year. Members may serve up to 3 consecutive terms.

D. Scholarship Applicants

Scholarships provided by the Association are primarily for immediate family members of active members of the Association.

1. Applicants

a) **Immediate family members** of active members of the Association may apply for scholarships. An immediate family member must be related to the CFBRAA member as a brother, sister, son, daughter, step-son, step-daughter, spouse, grandson, granddaughter, step-grandson or step-granddaughter.

b) **All active members of CFBRAA** may apply for scholarships. This includes Associate and Honorary members. Members will first make application with Cal Farley's, Inc. for scholarship, and, if unsuccessful, may then apply to the CFBRAA.

2. Proof of Qualification

Applicants need to provide the Scholarship Committee with verifiable information relative to their relationship to a former resident of Cal Farley's Boys Ranch or Girlstown USA (BR/GT).

3. Deceased Members

Immediate family members of deceased CFBRAA members may apply for scholarships. The applicant must become an active Associate Member of the CFBRAA in order to receive a scholarship.

4. Board Exceptions

The BOD, by a two-thirds majority vote, may approve exceptions to the above mentioned qualifications.



## E. Selection Process

### 1. Application Dates

Scholarship Applications for the fall semester must be received by July 1st and for the spring semester, by November 1st. The Scholarship Committee has the discretion to grant extensions due to extenuating circumstances beyond the control of the student

### 2. Application Form

Applications will be submitted to the Scholarship Committee via a Scholarship Application form. Specialized application forms may be developed and used for designated scholarships.

### 3. Non-Discrimination

Race, gender, disability, marital status, religious beliefs or sexual orientation shall not be considered in decisions about who may or may not receive a scholarship

### 4. Interview

All applicants will be interviewed by the Scholarship Committee to:

- a) Validate and clarify application information
- b) Assess character of applicant
- c) Assist Committee members in rating applicants

At the discretion of the Scholarship Committee, interviews may be conducted via conference call.

### 5. Application Rating

All applications will be ranked objectively based on the following considerations:

- Financial need
- Education objective
- Community service
- Interview assessment
- Academic record/potential

### 6. Renewing Scholarships

a) All students receiving scholarships from CFBRAA must submit documentation (renewal form) each semester that the scholarship is to be renewed.

b) If the scholarship is to be renewed for educational opportunities that are not directly related to an institution, applicant must provide verifiable documentation of educational work accomplished since the previous receipt of funds, and both educational and financial requirements justifying renewal.

c) Scholarship recipients may request to have their scholarship put on 'hold' for a maximum of one calendar year. If the scholarship is not activated after one year, it shall be withdrawn. A new scholarship application must be submitted for any additional funding consideration.

d) Should the student fail to submit a renewal form or request that the scholarship be put on hold, the Scholarship Committee may terminate the scholarship, requiring the student to re-apply for a new scholarship and freeing the committed funds up for other students.

e) Students successfully completing a scholarship may apply for an additional scholarship. Contingent on funding availability, an additional scholarship may be awarded for up to four semesters.

#### 7. Confidentiality

All information gathered in the application process will be kept confidential by the Scholarship Committee, and is not to be released without permission of the applicant.

#### 8. Available funds

The amount of funds distributed for scholarships will not exceed the earnings from the Scholarship Fund or funds specifically designated for distribution.

### F. Process of Disbursement

1. Funds will be sent to the financial aid officer of the recipient's chosen college, university or educational institution at the rate specified. The funds are to reimburse the institution for the student's tuition, books and fees in the amount not to exceed the total specified scholarship. The unexpended balance of the scholarship may be used to defray other legitimate expenses incidental to educational achievement. The scholarship recipient shall receive notification of funds sent to the respective institution. Recipients are to contact their designated Scholarship Committee member if any information including dollar amounts, is incorrect.

2. In the case of designated or sponsored scholarships, the recipients must thank their scholarship sponsor. Funds will not be disbursed until the scholarship recipient thanks his or her sponsor in writing and provides a copy of the correspondence to the Scholarship Committee.

3. To receive funding for renewal scholarships a completed renewal form must be received in time for the beginning of the appropriate semester.

4. Recipients should be advised to observe their respective institution's tuition and fee payment deadlines. Sponsor scholarship disbursement timelines may cause funds to be sent after payment deadlines, requiring students to be responsible for initial payment of tuition and fees.

5. Funds disbursed to other than a school or institution require clear validation of the educational purposes of the disbursement.
6. Funds will not be paid directly to an applicant unless the education provider cannot receive disbursements from CFBRAA, and the applicant provides, prior to disbursement, valid invoices and/or justification for the expense.
7. Any exceptions to these Disbursement Policies require the unanimous approval of the Scholarship Committee.

#### G. Termination of Scholarships

1. Failure to comply with all scholarship policies shall be considered grounds for termination of the scholarship. Students may be placed on warned status, pending correction of compliance issues. Students placed on warned status shall be notified via email or mail.
2. False or deliberately misleading information provided on the Scholarship Application or in the interview may be cause for termination of a scholarship.
3. Terminations require 75% vote of the Scholarship Committee and will be effective at the end of the semester during which termination is approved.
4. Students whose scholarships have been terminated shall be notified via email or mail.

#### H. Reporting Scholarships

##### 1. Scholarship Recipients

Individuals under scholarship will provide at least annually, reports to the Scholarship Committee for the information of CFBRAA and specific scholarship sponsors, a report of educational objectives and achievements.

##### 2. Reports to CFBRAA

The Scholarship Committee will provide semi-annual reports to the CFBRAA of active scholarship recipients, including amounts of scholarship and educational achievements.

##### 3. Reports to Scholarship Sponsors

Individuals under scholarship provided by specific sponsors will provide annual reports to the Scholarship Committee. The Committee will report to the sponsor as set forth in the designated scholarship agreement.

## VI. CRISIS SUPPORT POLICY

### A. Purpose

1. CFBRAA seeks to help meet crisis support of alumni with resources available. Cal Farley's Inc. Alumni Support Services already addresses many of those needs. This Association seeks to avoid duplication of those efforts and effectively address additional needs.
2. The BOD, at the recommendation of both the Crisis Support Committee and the Finance Committee, may approve the transfer of operating funds to the Crisis Support fund.

### B. Crisis support Resources

#### 1. General Operating Budget

Budget funds may be used for alumni support services provided such funds are available and incorporated into the CFBRAA Operating Budget. All use of Operating Funds is subject to the Finance Policies of the Association.

#### 2. General Crisis support Funds

Contributions and revenue may be designated specifically for Crisis Support and will be set aside in a Crisis Support fund. The Crisis Support Committee has exclusive authority to use these designated funds for Crisis Support. The Crisis Support Committee may designate some Crisis Support funds for specific or related Crisis Support needs and, with the approval of the Finance Committee, set up separate accounts for those funds (i.e. crisis support reserve; bereavement, etc.). Procedures for the use of the separate funds will be developed by the Crisis Support Committee and approved by the BOD.

#### 3. Designated Support Funds

Individuals, groups or the Association may make contributions to the Crisis Support Fund, designated for specific needs (i.e. area disaster relief, an individual or groups crisis situation, etc.). Such designations must be approved and administered by the Crisis Support Committee.

### C. Crisis support Committee

#### 1. Members

- a) The Crisis Support Committee shall consist of seven (7) to nine (9) members, nominated by the Executive Committee and elected by the BOD. The Executive Committee may elect Crisis Support Committee members to fill vacancies that arise between Board Meetings to serve until the vacancy is permanently filled by the Board.

- b) Only members of the Association may serve on the Crisis Support Committee
- c) The Chair of the Membership Committee shall serve as an ex-officio, non-voting member of the Crisis Support Committee.

## 2. Committee Responsibilities

- a) The Crisis Support Committee shall be responsible for receiving and approving requests for Crisis Support Funds.
- b) The Committee will work with agencies or groups receiving Crisis Support Funds to determine how needs can best be met.
- c) The Committee will work with individuals or groups who desire to set up designated support endowments to meet both the requests of the donors and the guidelines of the Association.
- d) The Committee will administer the distribution of Crisis Support Funds in compliance with the Policies of the Association.
- e) The Committee will consider applications submitted for use of Crisis Support Funds and determine which applications will be approved.
- f) At any time where the deliberations of the Committee shall knowingly involve providing financial support to a family member of a Committee Member, that Committee Member will abstain from all participation until consideration of the family member is completed. (Family member includes in-laws, step family members or relatives once removed.)
- g) The Committee may vote to have Committee members abstain from participation in consideration of requests if the person considered is a significant relationship.
- h) The Committee may not take action without a quorum present. All vote percentages in this policy refer to the number of members present at an official meeting. The Chair of the meeting may vote.
- i) The Committee will provide reports to the BOD (at board meetings) and at the General Membership Meeting. Reports will reflect number and types of needs met without identifying individuals helped.
- j) The Committee will provide reports as requested to Crisis Support Fund donors.
- k) The Committee will work with the Cal Farley's Alumni Support Services personnel in meeting needs and developing report information. All applications will be forwarded to the Cal Farley's Alumni Support Services personnel prior to final decision.

## 3. Terms of Service

Members may serve three-year terms with approximately one third of the Committee rotating off each year. Members may serve up to three consecutive terms.

#### D. Distribution of Crisis support Funds

CFBRAA seeks to raise and provide financial resources to assist alumni in times of need. Distribution and administration of Crisis Support Funds requires serious and significant effort; including determining validity, extent and amount of needs to be met, other resources available, agencies and associations equally or more qualified to meet the needs, affordability and priority of requests to be met.

1. It will be the practice of the Crisis Support Committee to make no more than 50% of the funds available in the Association Crisis Support Funds for any individual Crisis Support Request. The amount of the reserve of the Crisis Support Fund will not be published except to the Crisis Support Committee and the BOD.

2. Since Cal Farley's Inc. has the infrastructure in place for properly administering and distributing funds for alumni support, the Association may choose to make funds available, per the recommendation of the Crisis Support Committee to Cal Farley's Inc, designated for Crisis Support. Where appropriate, requests for alumni support will be directed to Cal Farley's Alumni Support Services.

3. The Committee may authorize payment to institutions or agencies providing assistance to the individuals or families. Payments may be made directly to applicants only if:

- a) it is deemed by the Committee to be the best way to meet the crisis situation; and
- b) it is the approved recommendation of the Crisis Support Committee; and
- c) the payment is approved by at least two Finance Committee members.

4. Recommendations for disbursement will be submitted to the Treasurer or the Treasurer's designee, with a record of the vote taken authorizing the disbursement, including names of all those voting.

#### E. Process for handling Crisis Support Applications

1. Applications will be submitted to the Chair of the Crisis Support Committee or the person designated by the Committee to accept the applications. There may be occasions where the applicant is not able to generate an application and someone else, including a Crisis Support Committee member or other individual, may fill out and submit the application. A Crisis Support Application is required for the Crisis Support Committee to consider providing assistance.

2. The Crisis Support Committee Chair or the designated person of the Committee will check the application for validity and contact the applicant, if deemed necessary, to check for additional information.
3. The Crisis Support Committee Chair or their designee will assign responsibilities for vetting and addressing questions
4. A Summary of the application will be sent to the Crisis Support Committee and the Executive Director via email. All Committee members are to “reply to all” with their questions and recommendations.
5. After the vetting process is complete and all questions and recommendations of the Committee members have been addressed, all Committee members will be sent a copy of the application and the gathered support information
6. The Committee will vote on the request via email or conference call. The official vote will be recorded and forwarded to the Executive Director with results of the Crisis Support Committee’s recommendations.
7. The Executive Director will carry out the recommendation of the Committee, or simply file the application for the record if no action is recommended or applicant has been referred to another source for support.
8. The Crisis Support Committee Chair or their designee will contact the applicant and inform him/her of the Committee’s decision.

F. Procedures for Considering Applications

1. A primary condition of all applications is availability of funds. If Crisis Support Funds are not available to provide the assistance needed, the Committee may:
  - a) Petition the Association for additional funds
  - b) Recommend to the Association that means be taken to raise additional funds
  - c) Reject consideration of approving the application
2. If funds are available, the following procedures should be used to determine whether an application should be approved
  - a) How critical is the situation
    - (1) Is it a matter of life and death?
    - (2) Is the health and well-being of either the applicant, children or family members, in jeopardy?
    - (3) Is it necessary to providing for personal and family livelihood?
    - (4) How time-sensitive is the situation? How much time does the Committee have to act on the application?

- b) Who and how will the application be vetted?
  - (1) What questions need to be addressed?
  - (2) Who will do the vetting?
- c) Will approval of the application effectively remedy the situation?
  - (1) Does this only prolong the situation or provide only temporary relief which will clearly be needed again?
  - (2) Are there other issues that must be addressed for assistance to be truly helpful? If so, are those issues being addressed?
  - (3) Has the individual requested / received assistance for the same or similar needs in the past? If so, why is the need either still or again present?
  - (4) Will approving this application have a long-term, positive effect on the well-being of the applicant?
- 3. What impact will approval of the application have on handling future applications?
- 4. Could the situation be addressed by some means other than approval of the application?
  - a) Are there other means clearly available, to address the situation which would be more effective than approving the application.
  - b) Would it be appropriate to provide more limited or more extensive support than in the application?
- 5. How shall the Committee convey its decision to the Applicant?
  - a) Who will contact and explain the decision of the Committee to the applicant?
  - b) What recommendations or conditions does the Committee have for the applicant?

#### G. Committee Guiding Principles

- 1. All Crisis Support Applications are considered important and time-sensitive until determined otherwise. Committee members should make efforts to promptly respond to requests. If a Committee member is not able to receive requests via email, he/she should notify the Committee Chair and arrange for alternative means of communications.
- 2. Applications are considered individually. While it may be helpful to consider how previous situations were addressed, those situations do not dictate how other situations are to be addressed
- 3. The Committee will not practice discrimination for approving or disapproving applications based on race, color, religion (creed), gender, gender expression, age, national origin disability or sexual orientation,



4. The Committee will keep the information about the applicants confidential.

#### H. Bereavement Support Policies

1. CFBRAA recognizes the crisis situation of families when a former resident of BR/GT, or their immediate family member passes away. Bereavement Assistance is for the purpose of helping those who do not have the verifiable means of covering the expenses of the deceased. This support is not intended to cover any expenses that the family is able to cover.

2. Upon receiving a Crisis Support Application, the Crisis Support Committee will seek to assess the means by which the Association can assist the alumnus and/or the family members in bereavement situations. Consideration will be given to the ability of family members to cover costs associated with the funeral and burial; involvement of other family members or agencies in assisting in the crisis; wishes and needs of family members and resources available. The following procedures are provided for the Crisis Support Committee in dealing with requests for bereavement assistance.

- a) Upon receiving an application, CFBRAA will work with Cal Farley's to determine how the Association might best meet the needs of the family. A majority vote of the Crisis Support Committee is required for approval.
- b) To help provide bereavement assistance the CFBRAA may draw upon the Bereavement Support Fund set up in the CFBRAA Foundation by a simple majority vote of the Crisis Support Committee.
- c) The Finance Committee may consider replenishing the Bereavement Support Fund as a part of the annual budget process.

### VII. COLLECTION AND USE OF MEMBERSHIP DATA

#### A. Statement of Philosophy, Definitions

1. The Association values and respects an individual's right to keep certain personal information private.

2. CFBRAA values the need to collect and use personal information which will enable the Association to effectively deliver benefits and services.

- a) **Personal Information** is "Demographic Information" which identifies a specific individual with a minimal degree of effort. Demographic Information includes name, address, city and other similar information.
- b) **Transactional Information** is data collected on an individual based on the individual's interactions with the Association.
- c) **Aggregate Information** is information in summary form which does not contain data that would permit the identification of a specific individual and is compiled and disaggregated for research purposes.

## B. Use of Information

1. When an individual provides personal information to the Association, the Association may use the information for its programs and fund raising.
2. The Association may share an individual's personal information with Cal Farley's Inc., unless the individual requests that such sharing be prohibited.
3. The Association may allow third parties to use aggregate information for research purposes for the development or implementation of its programs, products and services.
4. The Association uses transactional information for research purposes for the development or implementation of its programs, products and services. The presumption is that since transactional information is highly proprietary; it will not be disclosed to third parties.
5. The Association will disclose all information as required by law.
6. The Association will suppress the use of an individual's personal information if requested by that individual.

## C. Administrative Requirements

1. The Association will maintain one **Master Membership Database**.
2. The Association will designate a manager for the Master Membership Database. The database manager will be recommended by the Chair of the Membership Committee and confirmed by the Executive Committee.
3. The Membership Committee is responsible for the maintenance of the Association database as stated in Article 5, Section 2-b. of the Bylaws.
4. Requests for data will be submitted to the Chair of the Membership Committee and upon verification of authorization will be compiled by the database manager.
5. Access to personal information will be restricted to only those personnel with a legitimate CFBRAA business purpose and who have been designated by the BOD to have access to said information.
6. All personal information collected on individuals will be kept confidential and in a secure environment.
7. The CFBRAA owns all personal information provided to it by individuals. The BOD shall approve release of any information under the provisions of this Policy and with applicable privacy laws and rules. Permission from individual members is not necessary to provide aggregate information to a third party, since aggregate information does not identify a specific individual.

## VIII. EXECUTIVE DIRECTOR'S OFFICE

### A. Appointment of an Executive Director

1. The BOD may choose to employ or appoint an Executive Director for the Association in compliance with the Association Bylaws Article 5, Section 5.
2. Job description, budget, financial arrangements, accountability, terms of service and performance policies will be reviewed by the Executive Committee and presented to the BOD for approval.
3. A two thirds affirmative vote of the BOD in regular or special called business session is required to employ or appoint an Executive Director.
4. The services of the Executive Director may be discontinued by:
  - a) Mutual consent of the Association and the Executive Director
  - b) Failure of the BOD to renew the contract of the Executive Director (no vote is required).
  - c) Two-thirds majority vote of the BOD in regular or special business session. In the event the BOD votes to suspend services of the Executive Director, all contractual obligations and/or employment policies will be followed.

### B. Duties of the Executive Director

1. The job description for the Executive Director will be presented and approved upon appointment / employment of the approved candidate. The responsibilities of the Executive Director should include:
  - a) Manage the affairs of the Association as required by the Executive Committee
  - b) Support the Association BOD and Committees
  - c) Assure Association compliance with federal and state regulations and Association Bylaws and Policies.
  - d) Provide direction in fund raising efforts of the Association
  - e) Provide administrative assistance in financial recordkeeping and reporting
  - f) Provide direction and administrative assistance in promoting Association membership among the alumni
  - g) Oversee maintenance the Association web site
  - h) Provide direction and support in planning and conducting the General Membership Meeting and assist in other Association events as needed
  - i) Serve as the Association focal point for communications and correspondence.

2. The Executive Committee may delegate in writing to the Executive Director authority to:
  - a) Execute documents on behalf of the Association;
  - b) Enter into cooperative agreements with other organizations;
  - c) Make discretionary expenditures of Association funds for operations and fund raising activities of the Association in compliance with Association Finance Policies.
3. The Executive Director is primarily a facilitator for the Association. All Committees, officers and members must serve effectively for the work of the Association to be achieved.
4. Should the BOD so choose, the Executive Director may serve as a non-voting member of the BOD.

#### C. Accountability of the Executive Director

1. The Executive Director will report to the Executive Committee of the Association. All questions and concerns involving the performance and / or responsibilities of the Executive Director will be directed to, and handled by the Executive Committee.
2. The Executive Director will provide written and / or oral reports to the Executive Committee as requested by the Committee. Normally, monthly reports will be sufficient.
3. All reimbursements for expense to the Executive Director will be handled according to the Finance Policies of the Association. A record of receipts and approvals will be maintained in the Association finance records.

## IX. THE DISTINGUISHED ALUMNI AWARD

The Cal Farley's Boys Ranch Distinguished Alumni Awards is established to recognize former residents of BR/GT who have distinguished themselves by

- Demonstrating the highest standards of integrity and character
- Effectively serving their community and country
- Achieving a success in their chosen profession
- Being an example that would inspire and challenge boys and girls

#### A. PURPOSE

The Distinguished Alumni Award is a means of encouraging youth to aspire to greatness. By recognizing and honoring those who were admitted to BR/GT, this award and recognition will be a means of inspiring others to strive for success and achievement while highlighting their achievements and character.

**B. PROCEDURE:**

1. The Distinguished Alumni Award is for any former resident of BR/GT.
2. Nominations must be received by the Distinguished Alumni Committee on or before April 1 of each year.
3. The Distinguished Alumni Committee will consist of three members appointed by the CFBRAA BOD and not more than three members appointed by Cal Farley's Inc.
4. The Distinguished Alumni Committee will confirm information submitted on each applicant and will summarize accomplishments of nominee. The summaries will recommend wording to be placed on the plaque in the Distinguished Alumni Hall of Honor at Boys Ranch. The Committee shall investigate background information concerning any individual being considered for this recognition in order to ascertain whether any negative history would detract from the honor or bring disrepute to either organization.
5. The Committee shall select those nominees that merit selection as a Distinguished Alumni by June 1. The nominees will be submitted to the BOD of Cal Farley's Inc. and the BOD of CFBRAA for final approval. Those individuals approved shall become members of the Cal Farley's Boys Ranch Distinguished Alumni Hall of Honor and shall be notified no later than June 15.
6. Recipients will be recognized at an event during Rodeo Homecoming weekend and on "The Hall of Honor at Cal Farley's Boys Ranch". The Committee may choose to recommend the presentation of other forms of recognition to the recipients.
7. By agreeing to be recognized for induction as a Distinguished Alumni, the honoree or his representative consents to the use of the honoree's name, biographical information and image in the electronic, video or print media of both organizations.
8. If for some reason the Distinguished Alumni Committee deems it necessary to remove any alumni from the Hall of Honor, a unanimous vote of the Committee is required and a unanimous vote of the current members of the CFBRAA BOD eligible to vote.

**C. CAL FARLEY'S BOYS RANCH ALUMNI HALL OF HONOR**

The Hall of Honor shall be a joint project of the Cal Farley's Organization and the CFBRAA, and will be maintained in a place of prominence in a building at Boys Ranch. The Distinguished Alumni Committee will work with the Cal Farley's Organization to design the Hall of Honor. The Cal Farley's Organization and the CFBRAA shall share the cost of initial recognition of inductees; the Cal Farley's Organization shall be responsible for routine maintenance of the display.

## X. THE DISTINGUISHED STAFF AWARD

A Distinguished Staff Award is established in order to express appreciation and recognition to present or past staff members, employees or faculty members of Cal Farley's, including Boys Ranch, Girlstown and associated Cal Farley's entities. The award is made by the CFBRAA each year at the General Membership Meeting.

### A. The Distinguished Staff Award Committee

The committee consists of 5 to 7 members nominated by the Executive Committee and elected by the BOD. The Distinguished Staff Award Committee is a Special Committee of the Association. The make-up of the Committee should seek to provide representation from the different eras and history of the Ranch. Committee members will serve three year terms with one to three rotating off each year.

### B. Nominations

1. **Who may be nominated:** All current and retired professional Cal Farley's staff persons who have been employed at Cal Farley's are eligible to be nominated. Nominees will be vetted through Cal Farley's administration before being forwarded to the Distinguished Staff Award Committee.

2. **Guidelines for making Nominations:** The Distinguished Staff Award Nomination Form should be filled out and included in the nomination packet. This form is available on the Association website. Nominators need to explain how nominees provided extraordinary service beyond their basic job description, and demonstrated the Cal Farley's values of integrity, excellence, cooperation, innovation, motivation and respect. Nominators will also explain how the nominee:

- Provided superior sustained service or a special one-time contribution to the mission of Cal Farley's;
- Continually contributed to a respectful and cooperative work environment;
- Exhibited exceptional resourcefulness, innovation, or creativity, and exemplified excellence and integrity in workplace relationships, interactions, and decision-making.
- Positively affected the lives and performance of current and/or previous residents of BR/GT.

3. Nomination letters need to identify at least three of the above criteria that apply to the nominees.

4. All CFBRAA Members are welcome to nominate current or former staff members for the Distinguished Staff Award. The nomination process requires submittal of:

- The Distinguished Staff Award Nomination form;
- 1 nomination letter (not to exceed two pages in length) and
- 2 support letters (not to exceed two pages in length)

5. The nomination packets, including the above, will be submitted to the Executive Director of the CFBRAA. The Executive Director will submit the name of the nominees to Cal Farley's administration for vetting. Then the nomination packets will be submitted to the Distinguished Staff Award Committee for consideration. Nominations need to be submitted by April 15th prior to the Annual Reunion recognition.

C. Tips for writing nomination letters:

- Provide concrete examples of the candidate's exceptional performance. Please tell why this particular employee shines.
- Quote examples of the nominee's outstanding qualities as stated by others.
- Submit letters composed by groups of supporters.
- Solicit many letters and choose the best three to submit.

D. Nominators will provide support letters from more than one constituency. Support letters could come from several of these groups:

- Coworkers
- Supervisors
- Faculty
- Students
- Peers
- Other alumni

E. Selection Process

The Distinguished Staff Award Committee begins review of all nominations shortly after the nominees have been vetted by Cal Farley's Inc., carefully considering each nominee according to the award criteria. The selected winners will be invited to the CFBRAA General Membership Meeting where the presentation will be made.