



Missouri Smallflows Organization, Inc.



STANDARD OPERATING PROCEDURES & CODE-of-ETHICS GOVERNING THE MISSOURI SMALLFLOWS ORGANIZATION, INC, SCHOLARSHIP COMMITTEE & THE DARYEL BROCK SCHOLARSHIP PROGRAM

The following is a set of standard operating procedures and code-of-ethics have been agreed to by the Missouri Smallflows Organization, Inc. Board of Directors to ensure there are adequate checks and balances within the Scholarship Committee and the Daryel Brock Memorial Scholarship Program. All individuals who actively participate in the Scholarship Committee and The Daryel Brock Memorial Scholarship Program will be subject to them.

SCHOLARSHIP COMMITTEE

- 1) The Scholarship Committee will be made up of three (3) voting members who are full members in good standing of the Missouri Smallflows Organization, Inc. The committee members will be as follows;
 - Committee Chairperson, chosen by the President of the Missouri Smallflows Organization, Inc.
 - Registered Installer, chosen by the Committee Chairperson
 - Member-at-Large, chosen by the Committee Chairperson
- 2) To ensure there is no conflict of interest or an appearance of a conflict of interest no voting member of the Scholarship Committee will serve any more than a three year term. After the Committee Chairpersons term is completed he/she can consult the incoming committee on the standard operating procedures, rules and code-of-ethics governing the committee, but will not directly review, consult or vote on any application.
- 3) After a voting committee member's term is completed they must wait at least three (3) years before he/she can return to the Scholarship Committee as a voting member.
- 4) To ensure there is no conflict of interest or an appearance of a conflict of interest the voting members of the Scholarship Committee will **not** include the following;
 - Any current officer of the Missouri Smallflows Organization, Inc.
 - The Executive Director of the Missouri Smallflows, Inc.
 - Any current faculty member of a college, university or technical school that an applicant may apply to.
- 5) To ensure there is no conflict of interest or an appearance of a conflict of interest a voting member of the Scholarship Committee will resign the remainder of their term if their son, daughter or dependent applies for a Daryel Brock Memorial Scholarship.



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- 6) Within reason the voting members of the Scholarship Committee will be geographically separated as much as possible to ensure the organizations membership is adequately represented.
- 7) If the Missouri Smallflows Organization, Inc., Board of Directors become aware of and it is determined that there is a conflict of interest or any type of inappropriate action by any committee member (voting or not) with regard to the Scholarship Committee or The Daryel Brock Memorial Scholarship Program that individual will be immediately removed.
- 8) At anytime the Committee Chairperson can appoint any number of individuals who will help in securing monies that will allow the Daryel Brock Memorial Scholarship Fund to be sustainable. These individuals will not directly review, consult or vote on any application.
- 9) After an application is received by the Missouri Smallflows Organizations, Inc, Executive Director, he/she will forward one copy to each voting member of the Scholarship Committee. At no time will any voting member or the Executive Director allow anyone to directly review or consult on any application.
- 10) Scoring will be based on a scale of 1 – 25, with one representing the lowest score and twenty five representing the highest score. The four categories will include; Academic Standing/Grades, Extra Curricular Activities/Leadership, Letter of Recommendation and Essay. The highest total score wins the scholarship. None of the information related to the scoring process will be released to the applicant or any other individual. There are no exceptions to this rule.
- 11) Until directed by the Missouri Smallflows Organization, Inc, Board of Directors the Scholarship Committee will award no more than two (2), \$500.00 (five hundred dollar and no cent) scholarships per year for first year students only.
- 12) The award will be made payable to the selected applicant and the scholarship will be sent to their home for the applicant to remit to the college, university or technical school of his or her choice, **only** after the applicant has submitted documentation to the Scholarship Committee that they are enrolled at a college, university or technical school within the year the scholarship is awarded. An example of that documentation is a copy of semesters schedule along with a letter from the admissions office of the applicants chosen school stating the individual is enrolled for the school year the scholarship has been awarded.



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- 13) The Scholarship Committee shall select alternates. Such alternates shall only be eligible in the event that one or more of the applicants initially selected should for any reason be unable to accept the award.
- 14) The Missouri Smallflows Organization, Inc, Board of Directors will accept the Scholarships Committees recommendation of awarding scholarships unless there is evidence of a conflict of interest or any other type of inappropriate action by any voting member(s).
- 15) A letter thanking those who did not receive a Daryel Brock Memorial Scholarship will be sent out after the scholarships have been awarded to the perspective recipients.
- 16) After the scholarships have been awarded and presented to the perspective recipients all applications along with any documentation gathered by the voting Scholarship Committee members will be destroyed. None of the information personal or otherwise will be released or returned to the applicant or any other individual. There are no exceptions to this rule.
- 17) The standard operating procedures, rules and code-of-ethics of the Scholarship Committee and the Daryel Brock Memorial Scholarship Program should be considered a living document and should be updated on a regular basis to keep the program sustainable. Updating of the rules is accomplished with a simple majority vote of the Missouri Smallflows Organizations, Inc, Board of Directors.
- 18) Recommendations for changes and updating the standard operating procedures, rules or code-of-ethics can be submitted in writing to any voting member of the Scholarship Committee or any individual serving on the Missouri Smallflows Organizations Inc, Board of Directors.