Virginia Association of Student Financial Aid Administrators

Policies and Procedures Manual

2015-2016 Version
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Section One: Policies and Procedures Manual

1.1 Purpose and Scope

This Policies and Procedures Manual is designed to be a basic guide to the operations and organizational structure of the Virginia Association of Student Financial Aid Administrators. This guide is in no way intended to be all-inclusive and will be updated and revised as needed at the discretion of the Board of Directors.

1.2 Maintenance

During the year, the Secretary maintains the Policies and Procedures Manual, which consists of updates and changes, approved by Board action. Changes are distributed to the membership as part of the minutes distributed after conclusion of any Board meetings at which changes are made.

The Policies and Procedures are designed to contain the following style features:

a. Font for Normal text is Times New Roman – 10pt
b. Font for Headings is Arial – Size based on Heading Level
c. Numerical outline format is used throughout
d. Appendices are labeled to match the number of the corresponding section
e. Attachments follow appendices

During the year, officers, commissioners, and committee chairs review sections of the Policies and Procedures Manual relevant to their activities, and bring recommended changes to the attention of the Secretary. Committee chairs do this via their commissioners. The Secretary prepares a list of any sections of the Policies and Procedures Manual, which appear to be obsolete, no longer appropriate, or in need of amendment and presents these changes for Board action.

Following Board action the Secretary posts an updated version of the Policies and Procedures on the VASFAA web site and sends notice about the posting to the membership via the List Serve or other acceptable means.

Annual changes to the Manual include the following:

♦ recipients of VASFAA awards (Appendices 11),
♦ conference sites (Appendix 2.3 ),
♦ membership and conference fees (Appendices 7.7.8),
♦ members of SCHEV Advisory Committee (Appendix 8.10.2),
♦ VASFAA Presidents (Appendix 2.4).
Section Two: VASFAA History and Documentation

2.1 VASFAA Organization and Incorporation

In February 1968, at the Southern Association of Student Financial Aid Administrators meeting, Mr. Thomas W. Langston of Lynchburg College was asked by the Virginia delegation to help organize a Virginia Association of Student Financial Aid Administrators.

The first meeting was held May 10, 1968, at the Health, Education, and Welfare Regional Headquarters in Charlottesville. Mr. Clem Bess of Bridgewater College presented the constitution and by-laws, which were adopted. See Appendix 2.1a, Minutes of the Organizational Meeting, and Appendix 2.1b, By-Laws.

The first elected officers were Mr. Thomas W. Langston of Lynchburg College, President; Mr. Fred Scott of Hampton Institute, Vice-President; Mrs. Jane Saladin of Mary Washington College, Secretary-Treasurer.

On July 20, 1984, the Virginia Association of Student Financial Aid Administrators (VASFAA) became incorporated. With incorporation, the Association became the Virginia Association of Student Financial Aid Administrators, Inc. (VASFAA, INC). See Appendix 2.1c, the Articles of Incorporation.

The first Board of Directors of the Virginia Association of Student Financial Aid Administrators consisted of:

John D. McRae  Roanoke College  President
Marvin R. Ragland  Longwood College  President-Elect
W. Steve Stocks  Virginia Wesleyan College  Secretary
Karen D. Koonce  Tidewater Community College  Treasurer
Rita M. Bodie  George Mason University  Past President
H.S. "Buddy" Johnston  Radford University  Special Appointee

A comprehensive listing of members of each executive board, committee chairs, and committee members are maintained in the Association's archives.

In 1982-83 the first edition of the Policies and Procedures Manual was researched and authorized by W. Steve Stocks of Virginia Wesleyan College. The Board of Directors of VASFAA, Inc. adopted the original edition in conjunction with the incorporation on January 31, 1985.

2.2 Statement of Practices and Principles

The following Statement of Practices and Principles was adopted by NASFAA in April 1999. It appropriately reflects the goals and principles of VASFAA.

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides the Financial Aid Professional with a set of principles that serves as a common foundation for accepted standards of conduct.
The Financial Aid Professional shall:
♦ be committed to removing financial barriers for those who wish to pursue post-secondary learning,
♦ make every effort to assist students with financial need,
♦ be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels,
♦ support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school,
♦ educate students and families through quality consumer information,
♦ respect the dignity and protect the privacy of students, and assure the confidentiality of student records and personal circumstances,
♦ assure equity by applying all need analysis formulas consistently across that institution's full population of student financial aid applicants,
♦ provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status,
♦ recognize the need for professional development and continuing education opportunities,
♦ promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession,
♦ commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof,
and
♦ maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

2.3 Conferences and Annual Business Meetings
The first VASFAA Conference and Annual Business Meeting were held May 10, 1968 in Charlottesville, Virginia. For a complete listing of all VASFAA conferences, see Appendix 2.3, Conference and Annual Business Meeting Listing.

2.4 Presidents
A complete listing of all VASFAA Presidents is included as Appendix 2.4, VASFAA Presidents Listing.

2.5 Member in Good Standing Definition
A member in good standing, otherwise known as an active member, is current in the payment of membership dues or is otherwise eligible for membership privileges.
Section Three: Board of Directors – Duties and Responsibilities of Officers

3.1 Board of Directors

The executive body of the Association is its Board of Directors, which is responsible for the business of the Association.

The Board of Directors plans, organizes, and directs the work of the Association and its membership. The Board of Directors must approve committee Chairs, Special Appointees, Commissioner assignments and other appointees that are selected by the President. The Board must be prudent in the use of Association resources to direct its attention to substantive issues and decisions.

The Board of Directors, as authorized by Article VI of the Articles of Incorporation, consists of the following offices:

♦ President
♦ President-Elect
♦ Immediate Past President
♦ Treasurer
♦ Treasurer-Elect
♦ Secretary
♦ Representative(s)-at-Large
♦ Special Appointee, as designated by the President
♦ Fund Manager

The Board of Directors:

♦ establishes policies for the Association,
♦ gives direction to all on-going activities and emerging issues of the organization,
♦ receives reports from Representative(s)-at-Large (Commissioners), Special Appointee(s), and/or Committees, taking any necessary or appropriate action(s),
♦ acts as a sounding board for discussion of critical issues,
♦ establishes or modifies all policies and procedures, and
♦ exercises all powers not specifically delegated
♦ establishes institutes and maintains a strategic plan to ensure the Association remains flexible and proactive.

3.1.1 Identify, promote, and develop future leaders within VASFAA

The VASFAA Board of Directors maintains responsibility to identify, promote, and develop future leaders within the association. This is necessary to ensure VASFAA’s continued growth so the association’s mission, goals, and objectives can be met.

One method of developing future leaders is to provide leadership training to school individuals who the Board of Directors feel are good candidates to be future leaders of the association. Ideally this leadership training would take place within the confines of a structured VASFAA event so potential VASFAA leaders would have the opportunity to network with current leaders. However, non-VASFAA leadership training opportunities might also be beneficial to an individual who is a candidate for future leadership positions within VASFAA.

Individuals are selected for sponsorship to a leadership event via two methods:

1. Sponsorship to a leadership event selected by the Board is part of the benefit given to individuals who are selected for the following VASFAA annual awards:
   • New Professional of the Year recipient

To be eligible to receive sponsorship the recipient must be a paid post-secondary educational institution VASFAA member in good standing, not have held a prior Executive Board position within VASFAA. The recipient must
continue to meet these criteria from the time the award is made through the end of the leadership event in order to receive the sponsorship.

• Committee(s) of the Year Chair(s) recipient

To be eligible to receive sponsorship the recipient must be a paid post-secondary educational institution VASFAA member in good standing, not have held a prior Executive Board position within VASFAA. The recipient must continue to meet these criteria from the time the award is made through the end of the leadership event in order to receive the sponsorship.

2. The VASFAA Board of Director reserves the right to make “at-large” selections based on the following:
   • Each Board member will e-mail the Board a VASFAA Leadership Nomination Form (Appendix 3.1.1) for each candidate to be considered for sponsored attendance at a leadership event.
   • At an Executive Board meeting the Board will discuss each nominated individual and vote (at that meeting) on who will be offered sponsorship to attend the event.
   • Candidates must be active (i.e. paid dues) VASFAA members from a post-secondary educational institution.
   • The decision regarding how many at-large individuals to sponsor each year will be at the discretion of the Board, with a maximum of five (5) per year.
   • A unanimous vote is required to sponsor an individual for the event.

Individuals who attend a leadership event via a sponsorship from VASFAA will be required to provide feedback to the Board regarding the event. The required feedback will be determined by the Executive Board and communicated to the individual receiving the sponsorship prior to the event. Acceptance of the sponsorship signifies agreement of the individual to comply with the reporting requirements. Suggested methods of providing feedback are:
   • Written report to the Board
   • Newsletter article
   • Concurrent session presentation at a VASFAA conference
   • Other method as determined by the Board

Sponsorship of selected individuals includes:
   • Payment of the registration fee for the event.
   • Travel expenses of the participant to and from the event. This includes meals, lodging, and mileage expenses that are reimbursed in accordance with Section 7.5 (Travel Guidelines) of the VASFAA Policy and Procedures manual.
   • Materials used during the event.

Funds to pay for the sponsored individuals come from the Leadership Initiative Fund.

3.2 President

The President leads the Association's structure and practices. The President is empowered to establish committees and appoint chairs as needed to conduct Association business. Each committee chair must be an ‘active’ member in accordance with the Association By-Laws. The Board of Directors must approve the appointment of committee chairs. The President presides at all meetings of the Association and is an ex-officio member of all committees.

The current President shall transfer all Association records pertaining to his/her position to his/her successor before the commencement of the new President's term of office.
3.2.1 Organizational Plan and Committee Structure

The President develops an organizational plan to include standing and discretionary committees and assign committees and appoint chairs as deemed necessary for the efficient operation of the Association. The President provides direction on developing and submitting committee plans, goals and objectives.

The President shall provide each committee chair with planning guidance including standardized committee goals and objectives that implement the Association’s Strategic Plan.

The President and each committee chair may solicit committee members. All committee members shall be selected by the committee chair and must be a member in accordance with the Association By-Laws.

Presidential planning shall consist of the following:

a. developing an organizational chart
b. establishing Board meeting dates
c. setting deadlines for submission of reports
d. orchestrating the year-end evaluation process and communicating the results of the evaluation to the incoming Board of Directors no later than the date of the transitional board meeting.

3.2.2 SASFAA and NASFAA Travel

The President serves as the liaison to the Southern Association of Student Financial Aid Administrators (SASFAA) and the National Association of Student Financial Aid Administrators (NASFAA). As the liaison, the President attends all SASFAA Executive Board meetings or designates an alternate representative in the event he/she cannot attend. The President attends the SASFAA and the NASFAA Annual Conferences on behalf of the Association.

Travel and registration expenses for the President to attend the SASFAA Executive Board meetings, and the SASFAA and NASFAA Annual Conferences are borne by the Association.

Other expenses relative to the President's travel shall be in accordance with the Association's established travel guidelines in Section 7.5, Travel Guidelines.

3.2.3 Annual Report

The President shall submit a written annual report to the membership at the annual business meeting. See Section 5.2, Annual Business Meeting.

3.2.4 Operations Calendar

An operations Calendar is prepared as a guideline for Board members and Committee Chairs to use to conduct Association business.

The current Operations Calendar is included as an attachment to this manual.

3.3 President-Elect

The President-Elect prepares for his/her leadership role as President the following year, and develops plans for future Association work and activities, including being the primary person responsible for arranging for the Winter Board Meeting.

In the vacancy of the President, the President-Elect shall assume the role and responsibilities of the President, while also maintaining the duties of the President-Elect.

To help groom individuals for future leadership roles, the President-Elect may select individuals to serve as junior committee chairs.

The current President-Elect shall transfer all Association records pertaining to his/her position to his/her successor.
before the commencement of the new President-Elect's term of office.

**3.3.1 Site Selection Chair**

The site selection chair shall pursue possible sites and meeting facilities to recommend to the Board each year that is most beneficial for the organization.

Conference site recommendations should be presented and acted upon no later than the winter meeting of the Board of Directors.

The President, Treasurer, and Budget and Finance Committee Chair must review each of the facilities contract prior to making a recommendation to the Board for a decision to commit on behalf of VASFAA. The Board must approve a contract before the Association can be obligated. The President and the President-Elect are the only two officers authorized to sign this facilities contract.

Copies of each negotiated contract should be forwarded to the incoming Conference chair, Treasurer, and Secretary. The original contract must be forwarded to the Archivist. The organization will be required to review all conference site contracts annually no later than the Winter Board meeting.

(Also refer to Section 4.3.17, Site-Selection, for additional information about responsibilities related to site selection.)

**3.3.2 NASFAA and SASFAA Travel**

The President-Elect shall attend the NASFAA Leadership Conference preceding the term as President.

The President-Elect shall attend the last SASFAA Board meeting with the President as a transition meeting.

The President-Elect is also encouraged to attend the President-Elect Workshop, if they are otherwise attending the SASFAA Conference.

Travel and registration expenses are borne by the Association. Other expenses related to attendance at these meetings shall be in accordance with the Association's established travel guidelines for VASFAA in Section 7.5.

**3.3.3 Sector Meetings at VASFAA Conferences**

The President-Elect shall chair the Sector Committee. The Sector Committee should consist of one representative from each sector. The primary responsibility of this Committee is to:

- solicit from the membership their professional concerns, (Reference Appendix 3.3 for samples of forms to assist in accomplishing this task),
- coordinate with the Chair of the Conference Committee to arrange time on the program for sectors to meet,
- arrange for a moderator for each sector meeting,
- report to the Board of Directors during the conference meeting, the concerns for board action or recommendation, and
- summarize the concerns and recommendations of each sector for the full membership.

The Sectors should be identified as follows:

- four-year public,
- four-year private,
- two-year public,
- private career schools,
- lenders/agencies,
- health professions/graduate schools, and
- secondary education.
3.4 Secretary

The Secretary shall be responsible for maintaining a current version of the Policies and Procedures Manual and distributing it to the membership.

The Secretary, for Board review and action, prepares proposed changes to the Policies and Procedures. Revisions resulting from Board actions are incorporated into the Policies and Procedures and made available to the membership.

The Secretary shall be responsible for recording the minutes of each board meeting and ensuring that a copy of the minutes and all written reports of board members and committee chairs are maintained as part of the Secretary's permanent files. All original reports and minutes are filed with the Association's Archivist in either hard copy or electronic form. A draft copy of the minutes should be distributed to each board member as soon as possible following the board meeting, and no later than two weeks before the next meeting.

The Secretary shall be in charge of disseminating the electronic template of the Association's stationery containing a current listing of all Board Officers and distributing the template to each officer and Committee Chair.

The Secretary shall maintain an inventory of all Association property and has primary responsibility for safe keeping of banners, plaques, the corporate seal and other certain properties. In addition, the Secretary has responsibility for ensuring that all banners are displayed at appropriate state, regional and national meetings. (See Appendix 3.4 for a sample of the inventory form.)

Should the Board of Directors wish to copyright publications on behalf of the Association, the Secretary is responsible for accomplishing this through the Copyright Office at the Library of Congress.

In preparation for the Association’s annual planning meeting, the Secretary provides copies of the most recent goals and objectives and a history of the Board reports for meeting participant use.

It is the responsibility of the current Secretary to transfer all Board records and files related to the business of the Association for which the Secretary is accountable, to his/her successor before the commencement of the new Secretary's term of office. The Secretary assists the President-Elect in preparing for the Planning Retreat (Section 5.3). Both the current and incoming Secretary attends the planning retreat. The current Secretary takes minutes during the meeting of the current Board; the incoming Secretary takes minutes at the incoming Board meeting.

3.5 Treasurer

The Treasurer is charged with the responsibility of overseeing and managing the Association's financial matters and keeping the Board of Directors apprised, on a continual basis, about the Association's financial status. The Treasurer is charged with monitoring the receipt of all funds by the Treasurer- Elect and disbursing all monies of the Association under policies approved by the Board of Directors. See Section 7 for VASFAA’s financial policies and procedures.

The Treasurer shall turn over to his/her successor all paper financial records of the Association in good order within sixty days after the close of the fiscal year, unless otherwise requested by the Board of Directors. VASFAA QuickBooks software and related records will be updated/reconciled and then transferred to the succeeding Treasurer by the start of his/her term.

3.6 Treasurer-Elect

The duties and responsibilities for the office of Treasurer-Elect may be the same as those specified for the office of Treasurer in Section 3.5, above.

Primarily, the Treasurer- Elect will be responsible for receiving funds, processing deposits, and recording same
online via Quicken. The Treasurer-Elect will update paid membership dues on the VASFAA website and monitor unpaid membership dues sending periodic reminders to those whose payment has not been received.

3.7 Immediate Past-President

The Immediate Past-President:

♦ serves as Parliamentarian of the Association,
♦ serves as Immediate Past-President until a successor is named,
♦ serves as Chair of the awards, by-laws, and nominations and elections committees,
♦ serves as VASFAA representative to SASFAA nominations and elections committee,
♦ oversees selection of Committee of the Year for the previous year’s activities, and
♦ performs other duties as assigned by the President.

It is the responsibility of the Immediate Past-President to transfer all Board records and files related to the business of the Association for which the Immediate Past-President is accountable, to his/her successor before the commencement of the new Immediate Past-President's term of office.

3.8 Representative-At-Large

Representatives-at-Large are elected by the membership and serve a two-year term. The principal purpose of a representative-at-large is to be aware of the needs and concerns of the membership without regard to sector affiliation. Representatives-at-Large serve as Commissioners and oversee the work of committees assigned by the President. It shall be the responsibility of the Representative-at-Large to convey membership issues and concerns to the Board of Directors.

Additionally, the responsibilities of a representative-at-large include, but may not be limited to the following:

♦ serve as a voting member of the Board of Directors,
♦ attend quarterly (transition, fall, winter, and spring) and/or called Board meetings,
♦ monitor committee activities,
♦ submit proposed changes to the Policies and Procedures Manual as necessary to the Board of Directors,
♦ issue charges, clarify obligations, and sets goals for the committees under his/her jurisdiction, at the direction of the President when serving in the capacity of Commissioner,
♦ attend committee meetings, as necessary,
♦ serve as liaison between President and Committee Chairs,
♦ develop strategies and schedules to encourage and, when necessary, enforce performance and completion of scheduled committee work; ensure that the responsibilities of Committee Chair and members are carried out,
♦ report to the Board of Directors the status of Committee activities. Prepare, in consultation with the Committee Chair, newsletter articles on committee activities, and
♦ oversee preparation of Committee year-end reports and evaluations.

3.9 Special Appointee

The President of the Association may appoint an individual(s) to assist with specific tasks and projects deemed necessary for that President's term of office. This individual's duties and responsibilities are in keeping with those of the officers of the Board, without voting privileges. It is the responsibility of the Special Appointee to transfer all Board records and files related to the business of the Association for which the Special Appointee is accountable, to the outgoing President at the conclusion of his/her term of office. It is the responsibility of the outgoing President to determine which records, if any, should be passed on to the incoming President for his/her future reference or use.

3.10 Board Liaisons

Due to VASFAA’s important relationship with SCHEV it is common practice for the President to appoint a SCHEV Liaison to the Board.
Similarly, based on the Association’s dependence on support from the lending, vendor and other business communities, it is common practice for the President to appoint a Liaison specific to these groups.

Section Four: Committees

4.1 Duties and Responsibilities of Committee Chairs

Committees, comprised of any members in good standing, are established to perform specific functions of the organization. These committees may be structured to provide specific services to the membership of the Association or to the financial aid community at large. Committee membership should be constructed to reflect the diversity of the Association, to the extent possible.

The President chooses and the Board approves, committee chairs. The committee chairs select committee members with guidance from the incoming Board of Directors. A preliminary slate of committee members should be presented to the Board at the planning retreat. All committee members must be members in good standing before they may serve on the committee. The Committee Chair, their Commissioner and the Treasurer or Treasurer-Elect must confirm the eligibility of each committee member.

It is the responsibility of current committee chairs to transfer all committee records and files related to the business of the Association, for which that committee is accountable, and any VASFAA hardware and software, to his/her successor before the commencement of the new chair's term of service.

In general, committee chairs have the following responsibilities:

♦ select committee members,
♦ attend transition meeting in the summer in conjunction with goal-setting and planning,
♦ develop Committee Plans, Goals and Objectives and submit them in accordance with the directions of the incoming President,
♦ submit articles to the newsletter, The VASFAA Voice, editor to keep membership abreast of activities,
♦ prepare and submit to the designated Commissioner, written reports prior to each Board Meeting on the committee's progress,
♦ prepare and submit an end-of-year report and evaluation by the deadlines established by the President,
♦ maintain a working relationship with the appropriate Commissioner throughout the year,
♦ monitor the committee's budget, insure the appropriate use of funds and submit requests for reimbursements according to the Treasurer's guidelines,
♦ carry out other duties and responsibilities as requested by the appropriate Commissioner and the President, and
♦ review relevant portions of the Policies and Procedures Manual and submit recommended changes to the appropriate Commissioner.

4.2 Standing and Discretionary/Ad Hoc Committees

Per Article IX of the By-Laws, the President establishes the committees he or she deems necessary to conduct the activities of the Association during the year. Standing committees have been recognized by the Board of Directors as essential to the function of the Association and are maintained from one administration to the next. Discretionary committees may or may not be activated from one administration to the next, at the discretion of the presiding President, and ad hoc committees may be established to address special, short-term projects. All committees have the same general responsibilities to the Board of Directors and the membership of the Association. Specific duties and responsibilities of standing and sample discretionary committees are outlined in Section 4.3.

Sample discretionary committees are Public Relations, Photography, Support Staff Training (Non-Conference training), Sue D. Ross and New Century Fund. The functions recognized as standing committees are listed below:
Duties, functions and responsibilities of any standing committee(s) may be assigned during a given year to a discretionary committee as deemed appropriate by the President and approved by the Board. For example, for a given year, a discretionary Government Relations Committee might be assigned the combined duties, functions and responsibilities of the State Relations and Federal Relations committees. In such a situation, the standardized strategic plan goals and objectives for the standing committee(s) would be assigned to the discretionary committee.

4.3 Duties and Responsibilities of Committees

Following is a listing of duties and responsibilities of the Association's standing committees, as well as for sample discretionary committees and appointments. Please see Section 4.2 above for a current listing of standing committees. Detailed goals and objectives for each committee’s activities are established at the time of the Association's Planning Retreat prior to the beginning of the fiscal year. In addition, committee chairs work in collaboration with their respective Commissioner to establish strategies for meeting specific goals and objectives for the upcoming year.

All committees are encouraged to enlist members from all sectors of the Association.

4.3.1 Archives Committee

Maintains the records of the Association in accordance with the Records Maintenance policies in Section 8.2, Records Retention/Records Management.

4.3.2 Awards Committee

Following the policies and procedures in Section 11, determines the recipients of the VASFAA Life, Excellence, Service, and New Professional of the Year Awards, as well as those to be given Retirement Recognition.

4.3.3 Awareness Committee

Increases the awareness of financial aid resources and encourages access to higher education in the Commonwealth of Virginia for any persons interested in post-secondary education. This includes the promotion of a “Financial Aid Awareness Month” as proclaimed by the Governor of the Commonwealth, and may also include other early awareness activities.
An example of an early awareness activity is the Super FAFSA Project. The Super FAFSA project includes FAFSA completion events and promotion of statewide activities to encourage FAFSA completion.

4.3.4 Budget and Finance Committee

The Budget and Finance Committee shall review the financial management of the Association and make recommendations to the Board of Directors, including review and analysis of VASFAA's fiscal affairs in the following areas:

♦ Sue Deaton Ross Endowment Fund (Section 7.10.1)
♦ Insurance (Section 7.90)
♦ Investments (Section 7.10)
♦ Preparation of the annual budget to include revenue and expenditure projections
♦ Assist in development of vendors and sponsors activities each year (Section 7.14)
♦ Long-range planning to promote financial stability

4.3.5 By-Laws Committee

The Bylaws Committee shall review the Bylaws governing the Association, recommending necessary changes to the Board of Directors, as needed.

4.3.6 Conference Committee

The Conference Committee will take the lead in planning the Association’s conference(s). Depending on the nature of the conference, other committees will have responsibility for conference activities. The Conference Chair must work closely to coordinate activities with a variety of committees, most specifically, the Developmental Partners Committees

For the 2010-2011 year, this committee has been combined with the Training Committee for operational purposes.

Additional information to aid the Conference Committee can be found in the Conference Planning Guide, included as an attachment to this manual.

4.3.7 F.O.C.U.S. Committee

The F.O.C.U.S. Committee serves to promote awareness among VASFAA members and outside audiences on issues relevant to diverse student populations. This committee also serves as a resource to the Association in addressing the concerns of diverse populations. F.O.C.U.S. stands for Fresh Outlook Centering on Unity and Self-Improvement- adopted in 2008-2009.

4.3.8 Electronic Services Committee

This committee reviews the needs of the Association for computer hardware and software applications to ensure their smooth and reliable functioning, including recommending when new equipment or software should be purchased. The Committee is also responsible for coordinating the maintenance of and updates to the VASFAA web site in accordance with the web site policies detailed in section 10.4.

When appropriate, this committee may also facilitate training opportunities for the general membership to enhance understanding of new technologies in electronic media and communications.

4.3.9 Government Relations Committee

The Government Relations Committee advises the membership on any proposed regulations, final regulations, or other activity on the federal level that might significantly impact the administration of the student financial
This committee analyzes proposals and makes recommendations to the Board of positions it might take including matters of support relative to federal proposals that could affect Virginia’s students and families served by the aid programs.

### 4.3.10 Membership Committee

The Membership Committee engages in promotional activities to encourage eligible individuals to join the Association, maintains the VASFAA membership database, and maintains the Membership Directory on the VASFAA Web site. The membership Committee Chair should send out notices via the VASFAA listserv several times throughout the year promoting the value of membership. The first notice should be sent out within 30 days of the transition retreat, additional notices should be sent prior to any VASFAA workshops and again prior to the Annual Conference. In addition, this committee working with the Treasurer and Conference Chair coordinates conference registration. The Committee is expected to work the registration table at the conference, create name badges for conference attendees, maintain and order (if needed) ribbons for name badges, as well as maintain and order name badge holders for conference attendees. It is also the responsibility of this committee to provide lists of paid members (eligible voters) to the Nominations and Elections Committee, to provide a list of conference attendees to the Development Partner chair immediately following each conference, and to provide a final membership list to the Secretary at the end of the year to complete the Secretary’s records in accordance with Section VII of the By-Laws. Monthly back-ups of the Membership database are to be provided to the Treasurer and Budget and Finance Committee. More detailed guidelines relative to the Membership Database are in Section 10.1.

### 4.3.11 Newsletter Committee

The VASFAA newsletter, *The VASFAA Voice*, is to be published based upon a schedule set by the newsletter editor and the President. The newsletter editor sets deadline dates at the beginning of the year. Each issue of the newsletter provides the deadline date for the next issue. The editor sets specific guidelines for articles and photos. Additional policies and procedures related to the VASFAA newsletter are in Section 8.15, Newsletter Advertising, and Section 10.1, Newsletter, *The VASFAA Voice*.

### 4.3.12 Nominations and Elections Committee

The Nominations and Elections Committee shall present a Board-approved slate of candidates that meets the criteria for the offices of President-Elect, Secretary, Treasurer, Treasurer-Elect and Representative(s)-at-Large at the annual business meeting.

This committee is also responsible for coordinating and conducting elections to determine a winner from the slate of candidates presented to the membership. More detailed procedures are located in Section 6, Nominations and Elections.

### 4.3.13 Photography

The photographer(s) is responsible for photographic coverage of VASFAA events as requested, make photos available to state and regional newsletters and other publications as directed by the President.

### 4.3.14 Public Relations Committee

The primary objective of the Public Relations Committee is to find creative means to inform Virginians about VASFAA and the benefits the Association has to offer. It is to work closely with the Awareness, Secondary School Relations, Government Relations and other committees and the Board of Directors to support any media needs for promotion of VASFAA activities throughout the year.
4.3.15 Secondary School Relations Committee

This committee is responsible for scheduling, planning and coordinating statewide financial aid training workshops for high school guidance counselors. Committee activities include, in a timely manner:

♦ selection and confirmation of workshop sites,
♦ provision of information and workshop materials to site coordinators,
♦ announcing workshop dates and locations to all Virginia high schools via mailings and the VASFAA website,
♦ if necessary, provision of training on how to conduct high school workshops, and
♦ completing an assessment of the workshops: number conducted, number in attendance at each, materials presented, evaluation of workshops, and an overall evaluation of the benefits derived from these efforts.

4.3.16 Sector Committee

The primary objective of the Sector Committee is to facilitate meetings of each sector of the Association by providing a forum for formally expressing concerns and needs to the Board of Directors. The committee shall consist of one representative from each sector. The President-Elect serves as the Sector Chair. Arrangements for sector meetings at conferences are coordinated with the Conference Committee Chair. (Also reference Section 3.3, President-Elect.)

4.3.17 Site Selection Committee

The President-Elect chairs the Site Selection Committee. This committee is to select conference sites and facilities that will be held during his/her term as President. The Site Selection Checklist (Appendix 4.3.18) is a tool to be used by the President-Elect for the selection of conference sites and facilities.

Once negotiated, the contract must be reviewed by the President, Treasurer, and Chair of the Budget and Finance Committee, and then approved by the Board before it is signed on behalf of the Association. Either the President or the President-Elect is authorized to sign the contract. Copies of the signed contract are retained by the President-Elect, Conference Chair (when appointed for that year's conference), Archivist, and Treasurer.

4.3.18 State Relations Committee

The State Relations Committee monitors legislative as well as agency-related developments in the Commonwealth, studies the potential impact of legislative changes and communicates issues affecting the financial aid profession to the Board and membership. At the request of the President or the Board of Directors, position papers are drafted and communicated to the appropriate state agency representatives and/or state legislators.

4.3.19 Strategic Planning and Assessment Committee

The Strategic Planning and Assessment Committee contribute to the management of the Association by leading the development of long-term goals and objectives that are approved by the Board in a multi-year strategic plan. The Strategic Planning and Assessment Committee supports the Board and its committees in tracking progress toward meeting the goals and objectives, recommending modifications to the multi-year plan and supporting leadership development activities focused on the skills of planning and assessment.

4.3.20 Training Committee

The Training Committee works with the Conference Committee to formulate interest sessions that provide comprehensive and timely training for Association members. The Committee incorporates training opportunities designed specifically for new aid administrators in each conference program, either in the core agenda of the conference and/or in a pre- or post-conference format. This committee may further organize and conduct workshops throughout the year, as deemed appropriate and necessary to provide opportunities for the professional growth and development of its members and/or constituents. At the discretion of the President, specialized training activities may be assigned to ad hoc committees.
4.3.21 Development Partner Committee

This committee is responsible for maintaining current sponsors and cultivating new ones. This committee is also responsible for coordinating and managing relationships with the Association’s vendors and sponsors on an ongoing basis in accordance with the policies and procedures set forth in Section 7.14. This committee is responsible for appropriate signage for all VASFAA events.

Section Five: Meetings

Meetings are the primary vehicles through which the work of the Association is accomplished. In the following sections, types of meetings that may exist are explained in detail.

5.1 Board of Directors Meetings and Special Meetings

The Board of Directors schedules regular meetings in conjunction with the annual VASFAA Conference and the transition retreat usually held in May or June. Additional meetings are held in the fall and winter, typically in January or February. The President-Elect makes arrangements for the winter meeting. The purpose of the meeting is to conduct the business of the Association. Committee reports are provided in writing to Commissioners who advise the Board of progress toward the year's objectives. The Board also meets at the annual transition retreat usually held in May or June. See Section 5.3, Transition Retreat. A quorum (two-thirds of the voting members) of Board members must be present to conduct formal business of the Association.

The President notifies Board members in writing or via other verifiable electronic media of the time, date and agenda for the meeting one month in advance. Liaisons are also invited to attend Board meetings. Unless executive session is called, all Board meetings are open to the general membership.

Any officer of the Board of Directors may call a special meeting. It is convened only to consider one or more items of business specified in the notice of the meeting. It usually involves an emergency or is of such a complex nature that an entire meeting is necessary to consider it fully.

Notice of a special meeting must be in writing or via other verifiable electronic media and given by the Secretary or a designee of the President. The notice must include the items of business to be considered at the meeting and be given to all Board members. The announcement must specify the date, time and location of the meeting. It must be postmarked or e-mailed a reasonable time in advance of the meeting, no less than five workdays.

At the discretion of the President, any meeting of the Board of Directors may take place using any acceptable means of technology that allows interaction among the participants.

5.2 Annual Business Meeting

The President shall call a business meeting of the membership annually. The annual meeting shall be announced in writing to all members at least thirty days in advance. The meeting is to be conducted within the Commonwealth of Virginia, and has traditionally taken place at an Association conference.

The annual meeting involves the President's report to the membership that summarizes the activities of the standing and discretionary committees for the year, receiving reports of the officers, electing officers and hearing other business in order.

Samples of reports used to conduct business at the Annual Business Meeting of the Association are located in the Appendices.

♦ Sample President's Report (Appendix 5.2a)
♦ Secretary's Minutes (Appendix 5.2b)
♦ Treasurer's Report (Appendix 5.2c)
5.3 Transition Retreat

Each year the President-Elect schedules a Transition Retreat for the incoming Board of Directors. Invitations are generally given to all Committee Chairs and liaisons to the Board. The current Board of Directors also meets at the onset of the Transition Retreat to conclude business for the current year and to help orchestrate the transition of power to the President-Elect. The meeting is held in an appropriate location and takes place in May or June before the Board officially takes office.

The purposes of the Transition Retreat are to:

- Formally complete the Continuity Statement to allow the incoming Board to act on business before the July 1st effective date of the new Board
- Provide an orientation of the Association to the incoming Board,
- Define Board and Committee roles, responsibilities, tasks and projects,
- Develop Goals and Objectives,
- Prepare a Budget for the fiscal year, and
- Gain Board approval for the Committee Chairs and Special Appointee(s)
- Ensure the review and implementation of the Association’s Strategic Plan.

Committee goals and objectives including budget requests should be completed and submitted in accordance with the directions of the incoming President. Copies should be forwarded to the Secretary and Archivist.

Samples of forms useful to conducting the Transition Retreat are contained in Appendix 5.3.

5.4 Committee Meetings

Committee Chairs have the authority to convene meetings of their committees to conduct the business of the Association in accordance with the goals and objectives approved by the Board of Directors. Only individuals who have current good standing with the Association may have their meeting travel expenses reimbursed by VASFAA in accordance with the policies in section 7.5.

In order to keep expenses of the Association to a minimum, committee meetings should be held at locations that are central to the majority of individuals attending the meeting. In addition, Committee meetings may be either in person or electronic format (conference call, email, etc.) Chairs are encouraged to hold meetings in conjunction with other Association activities such as conferences and training initiatives whenever possible.

Section Six: Nominations and Elections

6.1 Nominations

The Chair of the Nominations and Elections Committee is the Immediate Past President. The committee chair selects committee members. To the extent possible, the Committee should consist of members from all sectors of the Association.

Election of officers usually takes place at the annual Business Meeting. Recommendations for the sequence of events facilitating the nominations process are included in Appendix 6.1, Nominations Guide.

6.2 Elections

The time and place of the election polls are announced on the VASFAA Website, the newsletter, the members’ list serve and in the Conference program. If the elections are via the VASFAA website, then any active member may vote during the election period, whether done remotely (absentee) or on site. An election site may be established at the annual meeting location, and if a polling place is established, it shall be attended by at least one member of the Nominations Committee, a Member of the Board, or a member of the Membership committee at all times. The Nominations committee shall coordinate with the membership committee to insure that members who have joined at
the conference are activated on the web site in order to vote.

The ballot is a secret ballot. The results of the balloting will be available to the Chair of the Nominations Committee. Immediately after the close of the polls, the Nominations Committee convenes to review the balloting. To be elected, the candidate must receive the highest number of votes cast. One ballot equals one vote. Representative-at-Large candidates with the highest number of votes will be elected.

If there is a tie, a run-off election is required. The Chair of the Nominations and Elections Committee determines the procedure for the runoff and announces it at the next general session during the Conference.

When required, the written ballots are usually counted after balloting ends. It is recommended that the Committee Chair request the Conference Committee schedule a general session immediately following the vote count so information about a run-off election, if needed, can be given at that time.

6.3 Candidate Slate

The Chair of the Nominations and Elections Committee presents the candidates for each office separately.

6.4 Absentee Ballots

Absentee voting is available to members of the Association who wish to vote but expect to be unable to attend the conference. Voting availability is announced in the VASFAA newsletter, via the VASFAA List Serve and the VASFAA web site.

Section Seven: Financial Policies and Procedures

For purposes of this section, Treasurer also means Treasurer or Treasurer-Elect, unless otherwise specified.

7.1 Budget, Reports and Audit

The Treasurer, consulting with the President and the Budget and Finance Committee, shall submit a proposed budget to the Board of Directors at the retreat.

The Treasurer is responsible for submitting a current financial report at each meeting of the Board of Directors and each Annual Business Meeting. Quarterly detailed budget reports are to be provided to commissions for their committees, and to committee chairs upon request.

The Treasurer shall prepare an annual year-end financial statement of income and expenditures as of June 30. This year-end statement shall be presented to the membership before October 1 of the following fiscal year.

The Budget and Finance Committee is responsible for arranging for an annual independent audit of the Association's financial records. The audit report is to be presented to the Board of Directors during the first Board Meeting of the next fiscal year.

The Treasurer is responsible for filing IRS Form 990 for each fiscal year he/she holds this office. IRS Form 990 must be sent certified, return receipt requested with a postmark no later than November 15th of each year.

The Treasurer is responsible for maintaining contracts with the American Society of Composers, Authors and Publishers (ASCAP) and with Broadcast Music, Inc. (BMI), for filing appropriate reports with these agencies and for paying required fees for the use of music at any VASFAA conference or meeting.

The Treasurer may utilize a contingency fund which equals ten percent of VASFAA's operating budget with the authorization to increase any budget line item by $100 or 10% of the line item, whichever is greater.
7.1.1 VASFAA Registered Agent and Annual SCC Report

In accordance with 13.1-833 of the Code of Virginia, the Corporation’s Annual Report must be filed either by an officer or director of the corporation or by a registered agent of the corporation. As such, beginning May 9, 2006, the President-Elect shall assume the responsibility for filing the Annual Report with the Commonwealth of Virginia State Corporation Commission and shall retain the responsibility for such as long as he/she holds an office on the board; after which the responsibility shall be transferred to the then current President-elect for the duration of his/her term on the Board. Pre-printed forms are mailed to VASFAA's registered agent. Both the report and the registration fee are usually due by July 31st. (This procedure generally means that one person is responsible for the reporting for a 3 year period of time and the responsibility is normally transferred to a new President-Elect every third year.)

When the registered agent is updated with the SCC, the pair NIC WHOIS registrant information for the VASFAA website should also be updated through Wild Apricot (working with the Chair of Electronic Services Committee).

7.2 Banking

The Treasurer maintains Association funds in a financial institution whose deposited funds are insured by an appropriate governmental agency. Signature cards carry the signatures of the President, Treasurer, Treasurer-Elect and Secretary.

The Treasurer issues a receipt for all cash received by the Association or upon request for other types of transactions.

7.3 Payment/Reimbursement

Any request for payment or reimbursement should be submitted to the Treasurer within two weeks of the date of the expense by using a Request for Miscellaneous Expense Reimbursement Form or a Travel Expense Claim Form, as developed by the Treasurer, along with original unaltered receipts for the claim. In situations where no receipt is provided, individuals should attach an explanation for the expense that was incurred. The Treasurer shall review all requests for payment, and acting as the fiduciary agent of the Association, shall make payment expeditiously. Payment requests received later than 30 days after the date of the expense may not be honored.

The President should countersign disbursements in excess of $5000.

The Treasurer shall provide to the President and the Budget and Finance Committee chair, a detailed report of all expenditures made. The President shall review all expenditures reimbursements made payable to the Treasurer or the Treasurer-Elect... In the event the Treasurer disputes the propriety of a payment, the Treasurer will consult with the Budget and Finance Committee Chair and may recommend withholding approval pending a review by the President.

7.4 Cash Advance Request

When it is not possible for VASFAA to be invoiced, members may request a cash advance by using the Cash Advance Request Form (Reference Appendix 7.4). Cash advances can be requested for expenditures at a minimum of $200 and must be approved by the President.

The member receiving the cash advance must provide original written receipts and or unused cash within sixty days of the date of the advance. Reimbursement for expenditures in excess of the cash advance may be obtained by filing a Miscellaneous Expense Reimbursement or a Travel Expense Claim form. (See Section 7.3)

7.5 Travel Guidelines

Travel expenses will be covered by VASFAA for official VASFAA business only.
Reimbursable items include the following:

♦ Travel

1. Auto mileage, over the usually traveled route, not to exceed the cost of air coach, is reimbursed at 60% of the IRS federal rate that is in effect as of July 1 as updated annually.
2. Air travel is reimbursed for air coach travel only. A copy of the passenger or ticket receipt must accompany the travel claim.
3. The cost of taxis and airport transportation, including tip, is reimbursed at a rate not to exceed the lowest cost transportation to and from the meeting site.
4. Auto rental requires the pre-approval of the President or Treasurer. Such expense is normally reimbursable only at a rate comparable with the lowest cost mode of transportation available or at the rate of the vehicle rental, whichever is less.

♦ Lodging: The actual cost of lodging, not to exceed the standard or conference single room rate at the location of the meeting. Receipts from hotels and/or motels must accompany the travel claim.

♦ Meals: The cost of meals incurred while traveling on official VASFAA business will be reimbursed using the current CONUS Rate at the time of travel to be further defined as: if the travel is greater than 12 hours, the reimbursement will be made at the CONUS rate for the designated location where the expense occurred, and if travel is less than 12 hours, the traveler must submit an expense report with receipts for the actual reimbursement – not to exceed the CONUS rate for the location where the expense occurred.

Committee chairpersons may be reimbursed for meal expenses of the full committee, excluding unofficial guests or non-committee members (unless these persons take part in the committee activities). When filing such expenses, the committee chairperson shall itemize the names of all persons participating in the meal.

♦ Fees: Non-VASFAA conference and registration fees are reimbursed at actual cost. A receipt must accompany the claim.

♦ Other miscellaneous expenses, which include the following, are reimbursed. Receipts are to be provided, when possible.

1. Phone calls related to VASFAA business
2. Auto parking required during the meeting date(s).
3. Tips, other than for meals or beverages
   4. Printing, facilities charges or other expenses required to conduct the business of the Association.

Unless the President authorizes an advance payment, travel is on a reimbursement basis. Travel claims are paid by the Treasurer and reviewed by the President. The Treasurer, in consultation with the President, is authorized to disallow any travel claims or portions thereof that in his/her judgment are unreasonable. An appropriate travel claim form is utilized that shows the complete itinerary of the traveler and the purpose of the trip. All claims not submitted within 30 days will be disallowed unless the President approves an exception.

7.6 Bonding

The Treasurer is to be bonded at the expense of the Association; the amount of coverage is to be determined by the Board of Directors.

7.7 Membership Dues

The Board annually at the Planning Retreat establishes the annual dues to VASFAA members. This rate is subject to change at the discretion of the Board of Directors. Life Members are not charged membership dues. Membership dues are not refundable.

A record of membership dues for the past five years can be found as Appendix 7.7.8 to this manual.
7.8 Conference Registration Fees

Registration fees, including late registration, are to be established by the Board of Directors. Life Members are not charged conference registration fees.

An individual, who wishes to register for an Association meeting and has not paid membership dues, is required to pay a fee equal to the registration fee plus the membership dues. If qualified, the individual will become a VASFAA member.

Any individual who has registered and paid the fees to attend a conference may cancel his/her registration and receive a full refund of the registration fees (not including membership), provided such cancellation is made no less than two weeks before the first day of the conference. Any registration made after that date, is not subject to a refund. Exceptions can be made on a case by case basis at the discretion of the Board.

A record of registration fees for the past five years can be found as Appendix 7.7.8 to this manual.

7.9 Insurance

Equipment valued at over $2000 will be insured against loss or damage.

7.10 Investments and Special Programs

7.10.1 Sue Deaton Ross Endowed Scholarship Fund

7.10.1.1 Establishment of Scholarship

Introduced in 1989, the Sue Deaton Ross Endowment Fund was created by Virginia’s lending sector to supply scholarships to needy Virginia residents attending Virginia schools. The lenders requested, with the approval of the VASFAA Board, that the fund be named for Sue Ross, chairman of the Board of the State Education Assistance Authority (1985 - 1991), President of VASFAA (1980-81) and former director of financial aid at Hollins College.

7.10.1.2 Selection and Awarding Of Scholarship

The scholarship should be awarded to the institution represented by the outgoing President of VASFAA. This is considered a gesture of appreciation for the year of time and support that the institution provided to enable the member to serve as President. The outgoing President must be serving as the VASFAA President at the time of the spring meeting in order for the school to receive the scholarship in the following year. If the President elected for that year is not serving as President at the time of the spring meeting or does not work for the college or university, the scholarship will be awarded to a school represented at our annual Spring Conference by a random drawing overseen by a Budget and Finance committee member(s). If during the course of the year the President changes institutions, the award will be used at the current school employing the outgoing President unless the outgoing President requests that the scholarship be awarded at the previous institution of employment.

7.10.1.3 Award Amount

The Board of Directors sets the amount of the scholarship as funds become available. In no instance, however, will the award be less than $1,000 unless specifically approved by the Board.
7.10.1.4 Recipient Criteria

The award should be for a "deserving" student and not necessarily a "needy" student who is a Virginia resident. A letter explaining the purpose and intent of the award will accompany the scholarship check when it is presented to the recipient (Reference Appendix 7.10.1a for a sample of the letter.)

See Appendix 7.10.1b for a listing of Sue Deaton Ross Endowed Scholarship recipients.

7.10.1.5 Investment Strategy

The Association has moved to using certificates of deposit (CD) as opposed to government bonds. Only funds that are either government backed or federally insured may be used in order to protect the scholarship fund. The VASFAA Fund Manager is responsible for overseeing the investment activity of the Sue Deaton Ross Endowment and the New Century Fund. The Fund Manager works closely with the Investment Management Company and the VASFAA Board to ensure compliance with the investment strategy set forth in Section 7.10.1.5 of the VASFAA Policy and Procedures Manual.

Quarterly statements will be generated by the Fund Manager for review by the VASFAA Board and the VASFAA Budget and Finance Chair. The Fund Manager will be a standing member on the VASFAA Budget and Finance Committee and the President’s Council. Selection of the VASFAA Fund Manager and length of term will be determined by the VASFAA Board of Directors.

The Fund Manager Position will report to the Treasurer.

Investments are made using a “ladder approach” to their maturing dates. Bonds and/or CDs should come due every year. Either a portion of the bond/CD would be used for that particular year’s scholarship, or interest earnings will be held in a money market account for the scholarship payment.

Segregation of the funds from that of other association accounts is very important. The association for audit and tax purposes should maintain a separate set of books. A report should be prepared for the Board of Directors and the membership at the annual business meeting.

7.10.2 New Century Educational Endowment Fund

7.10.2.1 Establishment of the Fund

In April 1999, VASFAA created the New Century Educational Endowment Fund (the Fund). The purpose of the Fund is to promote the professional development, preparation and effectiveness of the members of VASFAA through programs of training, community service, systematic studies, research support and other activities in keeping with the stated purpose of VASFAA. The Fund was capitalized with an initial contribution of $50,000 from VASFAA’s general fund. Awards from the fund shall be known as “Buddy Awards” so named in honor of H.S. “Buddy” Johnston, the proponent for the establishment of the New Century Endowment Fund, a former VASFAA President (1976-1977) and VASFAA Life Member (awarded in 1985).

7.10.2.2 The President's Council

The VASFAA Board of Directors shall appoint a Chair to serve as the Chair of the President’s Council for the Fund and a Fund Manager for the New Century Educational Endowment Fund (this person may be the same person managing the Sue Deaton Ross Endowed Scholarship Fund). The Council shall consist of five (5) members for each term (July 1 - June 30):
1. Chair, New Century Educational Endowment Fund
2. Chair, Budget and Finance
3. Past President
4. Fund Manager of New Century Fund
5. Member at Large (Appointed by the President)

The Council is responsible for establishing application procedures (i.e. forms/deadlines), for reviewing and making award decisions on any eligible application received, directing funds to be disbursed for any selected award recipients and performing other activities as directed by the VASFAA Board of Directors. Investment and fiscal management of the Fund will be directed by the Budget and Finance Committee.

7.10.2.3 Selecting and Awarding of "Buddy Awards"

The approval of “Buddy Awards” is left to the discretion of the President’s Council provided that awards are made within the stated purpose and award amounts outlined for the Fund. Each year a priority filing date shall be established to promote equity in the awards. While applications may be accepted at any time during the year, individuals submitting applications prior to the priority filing date will be given first consideration in the award cycle for funding. Applications submitted after the priority filing date will be considered on the basis of fund availability.

7.10.2.4 Award Amount

Awards may range from a minimum of $250 to a maximum of $1,500. An amount of $500 is deemed to be the maximum that can be approved for expenses related to a state, regional, or federal financial aid conference (e.g. VASFAA, SASFAA, NASFAA, & FSA). Exceptions to these limits may be made by a unanimous vote of the President’s Council.

7.10.2.5 Recipient Criteria

Individual award recipients must be active, paid VASFAA members during the period in which the award is to be utilized. If needed, the Council shall establish eligibility rules for institutional or consortia applications and subsequent grants to any institution or consortia.

Recipients shall agree to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the request, how the funds were utilized and the results or outcomes of the activity or event.

Any unused funds by the recipient must be returned within 60 days of the close of the activity or event for which the award was made.

Funds may only be used for costs associated with activity or event for which they were awarded. Deviations from this may only be made upon approval from the Council.

7.10.2.6 Termination of the Fund

Should the VASFAA Board of Directors determine that the purpose and mission of the Fund is no longer valid, all monies in the Fund (except any so designated for award recipients) shall be returned to the VASFAA general fund.
7.11 Reserve Fund Policy

On at least an annual basis the Board of Directors reviews the funding reserved to provide for the continuance of the essential projects and activities of the Association in the event of a financial catastrophe. A reserve fund of at least one-third of the operating budget, less funds budgeted for self-sustaining expenses such as Buddy Awards, VERP funds listed as revenue, and the Sue D. Ross scholarship, will be maintained to protect against an unforeseen occurrence that would have a significant impact on the operation and viability of the Association. Such funds may be comprised of both savings and investments, (excluding Sue Deaton Ross Funds), provided the funds are not intermingled with the Association’s checking account. The Board determines each year whether this minimum reserve is sufficient.

7.12 Surplus Revenue Distribution Plan

In the event that surplus funds remain at the end of the fiscal year, such funds will be distributed in the following manner and to the following accounts:

- 25% Sue D. Ross Endowed Scholarship Fund
- 25% New Century Educational Endowment Fund
- 25% Reserve Fund
- 25% Carryover to the next year’s operating budget

Based on its judgment, the Board may, at its discretion, revise the percentages or accounts to be credited each year.

7.13 Bank Card Use Policy

Should the Board of Directors elect to activate this policy for a particular year, the Treasurer is approved to open charge card/debit accounts to be used by the President, Secretary, Treasurer, Treasurer-Elect for VASFAA expenses.

- The account shall be opened at the bank in which the Treasurer has existing VASFAA accounts.
- Credit line shall be limited to $2500 per card.
- Cards may be issued in the names of the VASFAA President, Secretary, Treasurer, and Treasurer-Elect.

Expenses charged must be for VASFAA related business only.

- The cardholder must complete a VASFAA expense form for all charges incurred.
- All receipts must be attached to the expense form.

The treasurer must receive the expense report and the receipts within ten (10) calendar days from the date the expense was incurred.

7.14 Development Partner Policies

7.14.1 General Guidelines

The VASFAA President shall appoint, with the approval of the Board of Directors, an individual to coordinate the development activities each year. This individual shall work closely with the Budget and Finance Committee Chair, the VASFAA Treasurer, Treasurer-Elect, President Elect, SCHEV Liaison, and the Conference Committee Chair to coordinate activities and funding.

All development partners shall be paid members of VASFAA.
All sponsored VASFAA activities must be sanctioned by VASFAA and in no way conflict with other scheduled events conducted by VASFAA.

Using the Letter to Sponsors (Appendix 7.14b), the Development Partner Committee Chair shall solicit support from vendors. This letter will be sent within four weeks of the conclusion of the summer Transition Retreat.

7.14.2 Conference Exhibitor Policy

Prospective exhibitors must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of VASFAA, may be required to remove his or her exhibit. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks will be held in the exhibit area as well as another area not located in the exhibit area.

We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing “tiers” of sponsorship by contribution level. Contributors will be acknowledged, at the discretion of the contributor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organization name. However, contributors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

• Contributors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, VASFAA leadership personnel and/or workshop/training activity participants.

• Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those contributors will work in conjunction with the VASFAA Development Partner Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.

• Gifts or giveaways must be of nominal value (i.e. less than $10 fair market value). All prize drawings, including scholarships, are prohibited. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.

• Exhibitors may sell their products and services; however, such sales may include only products and services that are normally marketed by the exhibitor.

7.14.3 Development Partner Fees

2011-2012 VASFAA Exhibitor fee is $750 (If received on or before March 1, 2012):
*For those that pay after March 1, 2012, the fee will be $1,000.

Paid exhibitors will receive:
• Exhibit Space at the Annual Conference
• Opportunity to place a flyer in the conference packet
• A link to your organization webpage from the VASFAA Development Partner page
• One free quarter page newsletter ad in the winter edition of the VASFAA Voice
• Registration listing approximately two weeks prior to conference and final listing after the conference
  ○ Conferences is scheduled for May 20-23, 2012 at Norfolk Waterside Sheraton, 777 Waterside Drive.

2011-2012 VASFAA a-la-carte options:
*You must be a paid Exhibitor to take advantage of a-la-carte options 1-3
Option 1: Website banner advertisement on VASFAA.com, $100
• Exhibitor must provide artwork for a 1x6 banner and the link
• Banner will run through June 30th of 2012

Option 2: Newsletter advertisements

• $75 per quarter page ad, one ad per edition, up to three additional ads per year (you already get one ad for free)

Option 3: Combo pack
• Banner advertisement plus three additional newsletter ads, $250

If you choose not to exhibit at the annual conference, but would like to advertise with us, the following options are available to your organization.

2011-2012 VASFAA Non-Exhibitor a-la-carte options:
*Options 4-7 are available for those who choose not to exhibit at the annual conference

Option 4: Website banner advertisement on VASFAA.com, $400
• Exhibitor must provide artwork for a 1x6 banner and the link
• Banner will run through June 30th of 2012

Option 5: Newsletter advertisements
*Exhibitor must supply the ad to the newsletter chair by the newsletter deadlines
• $250 per quarter page ad, one ad per edition, up to four ads per year

Option 6: Conference packet insert
• $250 (vendor can send flyers to be inserted into the conference packet)

Option 7: Combo pack
• Banner advertisement, plus packet insert, plus 4 newsletter ads, $1400

7.14.4 Refund Policy

Refunds of vendor/sponsor fees may be considered by written request to the VASFAA Vendor/Sponsor Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair and the Treasurer. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

7.15 Music Use Policy

Under the United States Copyright law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. This law also includes all Associations that use either live or recorded music at conference or other meetings. The BMI (Broadcast Music Incorporated) and ASCAP (the American Society of Composers, Authors, and Publishers) released license agreements that they enforce with respect to Associations. BMI and ASCAP are the largest licensing agents and together cover about 95% of the copyrights of music currently in use.

For four or fewer events each year, the Association can simply inform ASCAP of the event and submit the appropriate fee within 30 days of the event. BMI requires that for more than one event annually, the Association submit reports quarterly with the appropriate fee within 20 days of each calendar quarter. The Association submits the licensing agreements and fees in accordance with ASCAP and BMI requirements. When advantageous to the Association, multiple-year contracts are submitted. It is the responsibility of the Treasurer to submit the contracts with the appropriate fees.

Further information on Association licensing agreements may be obtained by calling BMI or ASCAP directly.
Section Eight: General Operations

8.1 Membership Pins

Each new member receives one Association membership pin bearing the Association logo. The distribution of pins and tracking of individuals who have been provided pins is the responsibility of the Membership Committee. Replacement membership pins are available at cost.

8.2 Records Retention/Records Management

The VASFAA Archives should retain the following from each year:

♦ A statement of each committee's goals.
♦ A list of committee members and their respective institutions.
♦ Copies of any VASFAA publications.
♦ All minutes of meetings of the VASFAA Board of Directors.
♦ All minutes of VASFAA business meetings.
♦ The President's annual report.
♦ The final report of the Treasurer.
♦ The original annual audit reports.
♦ Completed and signed file copy of the IRS 990.
♦ The Virginia state reports submitted to the SASFAA Executive Board.
♦ Contracts for facilities for conferences.
♦ State Corporation Commission Annual Report.
♦ Music copyright agreements.
♦ Other business and or contractual correspondence which may be needed for future reference, as determined by the Board
♦ Membership and Conference registration forms. (These should be retained for the next full membership year, and then should be discarded).

The following vital records also must be retained:

♦ A copy of the By-Laws
♦ A copy of the Articles of Incorporation.

The Archives Committee, in cooperation with the Board of Directors, must ensure that all appropriate documents are collected for each year.

8.3 VASFAA Alcohol Policy

Effective June, 1989 the Board of Directors approved an alcohol policy for participants at Association conferences. A maximum of two alcoholic beverages can be offered to participants at Association-sponsored functions on a complimentary basis. This includes alcoholic beverages provided through sponsorship at all general functions.
8.4 Complimentary Room Policy
Complimentary sleeping rooms are normally assigned according to the following priority:
♦ President - suite, if possible
♦ Conference Chair - one guest room
♦ Training Chair – one guest room
♦ VIP speakers - one guest room each

8.5 Waiver of Registration Fees Policy
The following individuals may be exempt from registration fees. Such waivers should be documented for audit purposes.
♦ Guest speakers,
♦ The SASFAA President or his/her designee, and
♦ Life members of VASFAA.

The President upon the recommendation of the Conference Chair or Training Chair decides any request for an exception to the above policy.

8.6 Honoraria and Travel Expenses Policy
The policy of paying honoraria and/or travel expenses is as follows:
♦ Honoraria are offered when deemed necessary by the Conference Chair, Training Chair, and/or the President to bring in a speaker from outside the Association who would not otherwise attend such a meeting.
♦ The Association will offer to reimburse travel expenses for invited speakers from outside the profession if deemed necessary by the Conference Chair and President. Travel arrangements should be made in keeping with the individual's schedule and at the most economic rate to the Association.

8.7 Gifts and Amenities
It is customary and acceptable for VASFAA to provide gifts to special guests of the Association or to persons to whom the Association chooses to pay special tribute. Gifts purchased with VASFAA funds are approved by the Board of Directors or President.

The gift policy excludes awards that are in the jurisdiction of the VASFAA Awards Committee.

8.8 Policy Governing Special Interest Groups at Association Meetings
It has become customary for special interest groups to utilize the conference as an opportunity for group meetings. With increased awareness of travel costs, it has become incumbent upon these groups, such as state agencies, lenders and servicing agencies to use the gathering of aid administrators for the conferences.

Guidelines for Special Interest Group Meetings are as follows:
♦ Special groups must coordinate schedules of meeting requests with the Conference Chair.
♦ Assignments of meeting space and time slots are at the discretion of the Conference Chair. Such activities may be scheduled prior to the official opening of the Association's conference schedule or after the adjournment of these activities.
♦ Assignment of meeting space is determined only after conference activities are accommodated.
♦ A special activity should not be scheduled which would conflict with a conference function.
8.9 Contract Signing Policy

Hotel contracts for conferences are reviewed by the President, Treasurer, and Chair of the Budget and Finance Committee, and approved by the Board, before the President or the President-Elect signs the contracts on behalf of the Association.

The terms of the contracts which subject the Association to liability or commit the Association financially in an amount of $750.00 or higher, are reviewed by the Treasurer and Chair of the Budget and Finance Committee. Such agreements should be provided for review as soon as available, but not later than 30 days before the contract requires an approval.

Contracts in excess of $2000 require board approval.

8.10 Partnerships and Agreements

VASFAA encourages support of and cooperation with related agencies and organizations within the Commonwealth of Virginia.

8.10.1 Commonwealth Vocational Rehabilitation Services

VASFAA maintains an agreement with the Commonwealth’s Vocational Rehabilitation Services. See Attachment 8.10.1 for a sample agreement.

8.10.2 SCHEV Advisory Committee (FAST – Financial Aid Strategy Team)

VASFAA provides support to the State Council of Higher Education in Virginia (SCHEV) via an advisory committee. VASFAA’s SCHEV Advisory Committee is comprised of financial aid representatives from the four-year public, two-year public, private, private career, and secondary school sectors. It serves as an advisory board in matters related to financial aid, and more specifically, those financial aid programs that SCHEV administers and coordinates. While the SCHEV Financial Aid Manager normally coordinates the advisory committee meetings, meetings also may be called by VASFAA via the President or State Relations Committee chair.

Each sector has four representatives on the committee. For the two-year publics, one of the standing members will be the Director of Student Services for the Virginia Community College System. Therefore, the two-year public sector will elect only three representatives. The four-year public sector, the private, and the private careers school sector will elect four representatives. Each representative will serve two-year terms with two representatives rotating off each year (with the exception of the two-year publics where the rotation will go between one non-standing member and the other two non-standing members). The other standing members of the VASFAA SCHEV Advisory Committee will be the VASFAA President and the VASFAA State Relations Committee chair(s). The President also will have the authority, with VASFAA Board approval, to appoint additional committee members to correct any sector imbalances that might occur as a result of where the President and State Relations chair(s) are employed.

Elections for open positions on the SCHEV Advisory Committee are to be scheduled and conducted during the sector meetings at the annual conference and will be coordinated by the President-Elect as the Sector Committee chair. If prior to the scheduled election at the annual conference, any members become ineligible to serve on the committee (change in employment or membership status, retirement, etc.), the President shall determine whether it is appropriate to wait until the next conference to hold an election or where the President, with VASFAA Board approval, should appoint a member to carry out the remainder of the term.

See Appendix 8.10.2 for current committee membership.
8.10.3 SCHEV Media Advisory Committee

The President or the President’s designee will serve as VASFAA representative to the SCHEV Media Advisory Committee.

8.11 Newsletter Advertising

The newsletter editor coordinates the sponsorship of the newsletter, The VASFAA Voice, with the Development Partner Chair. A fee, if any, for ads is recommended to the Board and is finalized by the Board of Directors prior to communication with any potential advertisers.

If a decision is made to solicit advertising and a fee is set, all vendors are invited to advertise during the upcoming year. A limited number of ads per issue will be recommended by the Newsletter Committee and set by the Board each year.

Assignment of each ad to a specific edition is done on a first-come, first-served basis. Vendors are asked to rank order their preferences, and as the requests are submitted, they are assigned to specific newsletter editions. If an advertiser’s first choice is not available, the editor checks for the second choice, and so forth. Ad assignments are communicated in writing to each advertiser. The newsletter, The VASFAA Voice, Editor also informs the Development Partner Committee Chair about each advertiser so that this information can be added to any other sponsorship information.

Ads and pictures must be provided in the format requested and need to be submitted to the newsletter editor by the deadline date for the particular issue.

Section Nine: Association Identity and Property

Several devices exist that create an identity for the Association. It is important that the Association adhere to standards of use to help ensure that there is consistency in the manner in which the corporate identity is portrayed.

Certain material items are the property of VASFAA, Inc. and are retained as such. Persons specifically assigned responsibility for these items are to ensure they are maintained in good condition and used solely for the purposes for which they are intended as specified below.

The Secretary maintains an inventory of all Association property. The Secretary documents custodianship of VASFAA property, no later than the first Board meeting of the new fiscal year. Awards and recognition banners are listed in Appendix 9.

9.1 Logo

The VASFAA logo is the design of the Association and is to be used only in conjunction with official business matters and publications authorized by the President or the Board of Directors. The logo is a designated trademark and only camera-ready samples supplied by the Association should be used in reproduction. Any unauthorized use of the logo shall be deemed as misrepresentation of the Association and illegal use of Association property.

The logo shall be displayed on all Association stationery and certificates and on other official documents, when practical. For this purpose, the logo shall be retained by the Association’s Secretary in electronic format suitable for printing.
9.2 Association Colors

The official colors of the Association are PMS number 555 (green) and 653 (blue). These colors shall be used on Association stationery and certificates to display the official logo of the Association. For other publications, either the official colors or black ink shall be used to reproduce the logo.

9.3 Association Properties

9.3.1 Corporate Seal

The secretary is responsible for housing the corporate seal. The seal shall be used only at the discretion of the Board of Directors and only for official Association documents. It is the responsibility of the Secretary to transfer the seal to his/her successor.

9.3.2 Stationery

The stationery of the Association is the sole property of the Association and shall be used only for the purpose of conducting the official business of the Association, as duly authorized by the VASFAA Board of Directors.

An electronic copy of the VASFAA Stationery will be kept on the VASFAA web site with password protection to be used by Board members and Committee Chairs for official VASFAA business purposes.

9.3.3 Gavel

The gavel is kept by the President of the Association and is used at official business and board meetings. It is the responsibility of the President to transfer the gavel to his/her successor.

9.3.4 Banners

The banners are kept by the Secretary of the Association and should be displayed at State and Regional Association meetings. Banners that are the property of the Association include the following:

- Association Flag
- NASFAA Awards Banners (3)

Information on awards and recognition received by VASFAA is available in Appendix 9. Awards and Recognition Banners.

It is the responsibility of the Secretary to transfer the banner(s) to his/her successor.

9.3.5 Plaques and Other Properties

The Association maintains the following plaques that are maintained by the Past President

- Life Membership
- Service Award
- Excellence Award
- New Professional of the Year
- Committee of the Year

These items, along with the Articles of Incorporation, are displayed at Board and Association meetings. It is the responsibility of the President to transfer these items to his/her successor.
A Certificate of Appreciation may be presented to committee chairs, Board members, committee members or others as appropriate. The President must approve such recognition. The Secretary of the Association maintains a supply of certificates.

9.4 Tangible Assets

Certain tangible assets are the sole property of the Association. A complete record of all assets must be retained in safekeeping.

9.4.1 Equipment

The Association maintains computer, software, projectors and peripherals for the sole purpose of conducting Association business. Such equipment and software are the sole property of the Association.

Computer hardware, software, projectors and peripherals are provided to the Treasurer, Secretary, Membership and Electronic Services Chairs for the business of the Association. A digital camera is provided to the Photographer. These items must be promptly turned over to the successors of those that hold them at the end of their terms or appointments, or as otherwise directed by the Board of Directors.

The LCD projectors and computer related equipment, when not in use by the Association, are being stored in a secure place at the discretion of the President. After each use by the Association, it is the responsibility of the user to return the projectors to designated destination for proper storage.

9.4.2 Ballot Box

The Past-President retains the ballot box to be used during the Association elections and is responsible for transporting the boxes to the election site and transferring possession of the boxes to his/her successor.

Section Ten: Publications and Communications

The following are various official VASFAA publications.

10.1 Newsletter, The VASFAA Voice

The Association’s newsletter, The VASFAA Voice, serves as a communication vehicle for the membership for sharing relevant news and information related to the profession. It is published via the VASFAA website on a schedule established each year by the Newsletter Editor and VASFAA President.

Articles should be submitted to the newsletter editor by the deadline date for the particular issue, preferably in electronic format. Articles are subject to editing for both content and length. Photo submission should be with the guidance of the editor, and with consideration of the capabilities of the web site.

10.2 VASFAA’s Web Site

The VASFAA web site, which contains web-based information relative to the Association, is located at: http://www.vasfaa.com.

The Electronic Services Committee coordinates the maintenance of the web site. Items that are kept available and current on the web site include:

- Vendor information
- Listings of past presidents and life members
- By-Laws and Articles of Incorporation
- Association award recognition
10.3 Strategic Plan

To ensure the viability of the Association as change affects it and/or the financial aid community, The Strategic Planning Committee develops and implements a strategic plan that is maintained on a five-year cycle. The Plan is reviewed and updated to remain flexible and proactive and to ensure that it guides the definition of the Association’s annual goals and objectives. A current version of the Strategic Plan is available on the VASFAA website.

10.4 VASFAA ListServ

The Association maintains a ListServ for communication among the membership. The ListServ is housed on the VASFAA Website.

ListServ maintenance involves keeping the list of addresses current, disseminating information on how to use the ListServ, and advising on related issues. In addition, list serve groups can be added for specific work groups to facilitate communications among certain groups, such as the Board of Directors, Conference Committee, etc.

Inclusion on the VASFAA ListServ is an automatic benefit of joining the Association. Members may elect to decline this benefit.

Appropriate use of the ListServ includes informational bulletins related to VASFAA, financial aid information, queries to the membership, and other items related to the operation and to members of the Association.

11.0 AWARDS AND RECOGNITION

11.1 Life Member Award

11.1.1 Description

The Life Member Award is the highest honor the Association can bestow upon any person.

11.1.2 Criteria for Selection

The recipient of this award must have rendered truly outstanding service to the Association or the financial aid profession. Outstanding service demonstrated through state, regional, or national Association officer or committee leadership, authorship of professional publications, professional training, efforts to secure financial support for the work of Association goals and objectives for furthering the opportunity of Virginia's post-secondary education population might be used as a basis for identifying life member nominees. This reference does not preclude consideration of those outside the membership of VASFAA.

Life members, with the exception of voting privileges, are granted all rights afforded any member in good standing with the Association. Should the Life Member classification be granted to a member in good standing, that member shall retain his/her voting privilege as long as the membership status is maintained as defined by the Association's By-Laws.

Life members shall be assessed no membership dues and shall be encouraged to participate fully in all Association activities. In recognition of past service, Life Members of VASFAA are entitled to complimentary registration at VASFAA conferences.
11.1.3 Nominations
Nominations may be presented to the Board of Directors at any time so that further information about the nominee(s), if necessary, can be easily obtained.

11.1.4 Solicitation
Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA List Serve, and the VASFAA web site. (Reference Appendices 11a and 11b for forms developed to assist the committee in performing this task.)

11.1.5 Presentation
When possible, the award is presented by the President to the recipient at the next Business Meeting.

11.1.6 Format
A certificate describing the contribution(s) and relevant achievement(s) of the recipient or a plaque is presented. The individual's name is added to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board, may be accorded to the recipient. The recipient's name appears in the Annual Membership Directory in a listing of "Life Member Award Recipients."

See Appendix 11.1 for a listing of VASFAA’s Life Members, and 11c for plaque information.

11.2 Excellence Award

11.2.1 Description
Second to Life Membership, the Excellence Award is one of the highest recognitions bestowed by the Association.

11.2.2 Criteria for Selection
The recipient must have made an outstanding contribution that furthers the goals of VASFAA. The nomination must be made by a member in good standing and accompanied by a statement justifying the award (accomplishments, services, etc.) and by three written endorsements of the nomination from three other current members of the association. The endorsements can be in the form of e-mails. The recipient must be a practicing aid administrator who is a member in good standing. Current Board members are excluded from consideration.

11.2.3 Nominations
Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determine if the nomination is appropriate for consideration by the Board of Directors. If so, the Board decides if the award is to be given.

11.2.4 Solicitation
Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA List Serve, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).
11.2.5 Presentation
Whenever possible, the award is be presented by the President to the recipient at a Business Meeting.

11.2.6 Format
A certificate describing the contribution(s) and relevant achievement(s) of the recipient or a plaque is presented. The individual's name is added to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board, may be accorded to the recipient. The recipient's name appears in the Annual Membership Directory in a listing of "Excellence Award Recipients."

See Appendix 11.2 for a listing of Excellence Award recipients, and 11c for plaque information.

11.3 Service Award

11.3.1 Description
The Service Award is one of the highest awards bestowed by the Association.

11.3.2 Criteria for Selection
The recipient must have made significant contributions that further the goals of VASFAA or have been responsible for an achievement of momentous importance. The recipient is someone who is not an active aid administrator; e.g., college president, legislator, agency representative, or private citizen. Nominations are accepted only from members in good standing, and must be accompanied by a statement justifying the award (accomplishments, services, etc.) and by three written endorsements of the nomination from three other current members of the association. The endorsements can be in the form of e-mails.

11.3.3 Who Selects
Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determine if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.3.4 Solicitation
Solicitation is made through the newsletter The VASFAA Voice, sector meetings, the VASFAA List Serve, and the VASFAA web site. (Reference Appendices 11a and 11b for forms developed to assist the committee in performing this task.)

11.3.5 Presentation
The President presents the award to the recipient at the next Business Meeting, whenever possible.

11.3.6 Format
A certificate describing the relevant contribution(s) and achievement(s) of the recipient or a plaque is presented as well as adding the recipient's name to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board may be accorded the recipient. The recipient's name appears in the annual Membership Directory in a listing of "Service Award Recipients."

See Appendix 11.3 for a listing of Service Award recipients, and 11d for plaque information.
11.4 New Professional of the Year Award

11.4.1 Description

The New Professional of the Year Award is presented to select new members within the first four years of membership in VASFAA.

11.4.2 Criteria for Selection

This award is given in recognition of exceptional and enthusiastic service to a person who has been a member of VASFAA from one to four years and to encourage other new members to take leadership roles in VASFAA.

11.4.3 Nominations

Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determines if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.4.4 Solicitation

Solicitation is made through the newsletter The VASFAA Voice, sector meetings, the VASFAA ListServ, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).

11.4.5 Presentation

The President presents the award to the recipient at the next Business Meeting, whenever possible.

11.4.6 Format

A plaque with the names of the recipients of the New Professional of the Year Award is displayed at the board meetings and annual conferences. In addition, the award is announced in the newsletter, The VASFAA Voice, and via the ListServ and on the VASFAA web page. The recipient receives an engraved plaque.

See Appendix 11.4b for a listing of New Professional of the Year Award Recipients.

11.5 Committee of the Year Award

11.5.1 Description

The Committee of the Year award serves to provide annual recognition of the achievements and accomplishments of a VASFAA committee from the preceding year and to provide public acknowledgment of each committee member's contributions to the Association.

11.5.2 Criteria for Selection

Each committee chair submits a “Committee Evaluation Form (Appendix 11.5a) two weeks prior to the annual planning meeting. The evaluation form is submitted to the appropriate commissioner who then submits them to the President.

11.5.3 Committees may be selected based on the levels to which they have:

♦ Completed the year’s goals and objectives.
♦ Operated within budget.
- Submitted all required reports, evaluations, and completed assigned tasks on time.
- Responded appropriately to requests from the President, the Board and their Commissioner
- Convened meetings of the committee as appropriate.
- Kept the membership abreast of the committee's activities.
- Designed, implemented or conducted a special project or activity which provided service to the membership, recognition for the Association, etc.

11.5.4 Selection Procedure

The current year Commissioners review their Committee Evaluation Forms and submit recommendations for Committee of the Year to the President. The President compiles a summary report on the recommendations for presentation to the Board.

The Board reviews the summary report provided by the President and selects the Committee of the Year recipient(s).

11.5.5 Timeline

May 1: Committee Chairs submit the Committee Evaluation Forms to their Commissioners.

2 Weeks Prior to Transition Retreat: Commissioners submit Committee of the Year recommendations to the President

Transition Retreat: The President submits the summary report to the Board at the transition retreat in June. The Board discusses and chooses the committee that is recognized as the Committee of the Year.

11.5.6 Recognition

The Committee and committee members are recognized at the Association conference. Each committee member receives a Certificate of Appreciation. A historical listing of the Committee of the Year is listed in the VASFAA Membership Directory and Policies and Procedures Manual. A plaque with the names(s) of the Committee of the Year is displayed at the board meetings and annual conferences. In addition, the committee is announced in the newsletter, The VASFAA Voice, following the conference.

See Appendix 11.5b for a listing of Committees of the Year.

11.6 President’s Pin

11.6.1 Description

The President’s Pin is presented to individuals who have served a full term as President of VASFAA or upon approval by the Board. Hands engraved pins are forwarded each year from the outgoing Immediate Past-President to the incoming Immediate Past-President for safeguarding and to facilitate award presentation. Pins have been engraved through the year 2008-09. A casting model paid for in 1989 is retained indefinitely at:

Towne Silver and Goldsmith
Tyson’s Corner Center
McLean, Virginia  22102
Telephone: 703-893-0340

11.6.2 Criteria for Selection

Service as President of VASFAA.
11.6.3 Presentation
When possible, the award is presented at the last meeting of the membership of the President’s term by the Immediate Past President.

11.6.4 Format
The award consists of an attractive lapel pin of standard design as appears below, which identifies the wearer as a former VASFAA Past President.

11.7 Retirement Recognition

11.7.1 Description
This recognition is based on retirement from the financial aid profession.

11.7.2 Criteria for Selection
The person must have served a minimum of fifteen (15) years in a position in the financial aid profession and must be a Professional or Associate member of VASFAA at the time of retirement. The Board may approve Retirement Recognition for those with a shorter period in a financial aid position.

11.7.3 Nominations
Nominations should be submitted to the Chair of the Awards Committee. The Awards Committee determines if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.7.4 Solicitation
Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA ListServ, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).

11.7.5 Presentation
The recipient receives an engraved plaque at a time approved by the Board. An active VASFAA member, approved by the Board, may present the award to the recipient.

11.7.6 Format
The award is announced in the newsletter, *The VASFAA Voice*, and via the ListServ and on the VASFAA web page. The recipient receives an engraved plaque.

See Appendix 11.4b for a listing of Retirement Recognition recipients.

11.8 Best Booth Award

11.8.1 Description
The Best Booth Award is presented to the Vendor who best represents the President’s and/or Conference Theme through their booth decorations and/or collateral.
11.8.2 Criteria for Selection

Vendors are considered for this award based on the following criteria:

a. Has the vendor represented the President’s and/or Conference Theme through their booth decorations or collateral? If not, they cannot be considered for this award.

b. What special items/decorations has the vendor used to follow the theme of the conference?

The recipient of this award shall not be judged on the type, size or value of their particular giveaway(s).

11.8.3 Who Selects

Each voting member attending the conference may cast a vote.

11.8.4 Presentation

The award is to be presented by the President during a general session or during the business meeting.

11.8.5 Format

A plaque or trophy describing the award is presented to the recipient. The name of the company receiving recognition is added to the Association’s list of recipients, included in the Policies and Procedures Manual and other publications as directed by the Board.

The Best Booth Ballot and a listing of Best Booth Recipients are included as Appendices 11.8a and 11.8b.
APPENDICES

Numbers are out of order; begins with 2.1a;
There is no number 1, 4 or 10;
Should they be renumbered?
MINUTES OF ORGANIZATION MEETING  
OF  
BOARD OF DIRECTORS  
OF  
VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

The organization meeting of the Board of Directors of the above-captioned Corporation was held on the date, time and at the place set forth in the written Waiver of Notice signed by all the Directors, fixing such time and place, and prefixed to the minutes of this meeting.

There were present the following:

John D. McRae  
Karen D. Koonce  
Rita M. Bodie  
Marvin L. Ragland, Jr.  
W. Steve Stocks  
H. S. Johnston

being all the members of the Board of Directors.

The meeting was called to order by John D. McRae. It was moved, seconded and unanimously carried, that

John D. McRae act as Temporary Chairman, and that  
W. Steve Stocks act as Temporary Secretary.

The Chairman reported that the Articles of Incorporation were filed in the Office of the State Corporation Commission and that the incorporation was effective as of July 20, 1984. The Secretary was then instructed to insert the duplicate original of the Articles of Incorporation together with the Certificate of Incorporation in the corporate minute book.

The Secretary then presented a form of By-Laws governing the business affairs of the Corporation. After review, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the form of By-Laws submitted to this meeting is, and it hereby is, approved and adopted as the By-Laws of this Corporation, and that the Secretary is hereby instructed to cause the same to be inserted in the corporate minute book immediately following the Articles of Incorporation and the Certificate of Incorporation.

The meeting then proceeded to the election of officers. Upon nomination duly made and seconded, the following were elected and qualified:

President: John D. McRae  
Treasurer: Karen D. Koonce  
Secretary: W. Steve Stocks
Upon motion duly made, seconded and unanimously passed, the standard form of resolution of Atlantic Permanent Federal Savings & Loan with respect to checking accounts at said Bank were adopted, and a copy thereof ordered to be filed with the minutes of this meeting. The proper officers were authorized and directed to file the necessary papers with said Bank, including the signature authorization card, with respect to said checking account.

Upon motion duly made, seconded and unanimously passed, the Corporation adopted a fiscal year beginning July 1 of each year.

The President then announced that the officers and agents of the Corporation had entered upon certain contractual relationships and taken other actions on behalf of and in the name of the Corporation, including financial guarantee for housing accommodations for the members of the Corporation for the fall meeting to be held in Fredericksburg, Virginia.

Upon motion made, seconded and unanimously carried, it was

RESOLVED that the Corporation does hereby ratify and confirm acts of its officers and agents done on its behalf and in its name prior to the date of this meeting, and does hereby adopt such acts as its own, including financial guarantee for housing accommodations for the members of the Corporation for the Fall meeting to be held in Fredericksburg, Virginia.

There being no further business to come before the meeting and a motion to adjourn having been duly made, seconded and unanimously carried, the President declared the meeting adjourned.

________________________________________
W. Steve Stocks, Secretary

Attest:

__________________________
John D. McRae, Director

__________________________
Karen D. Koonce, Director

__________________________
Rita M. Bodie, Director

__________________________
H. S. Johnston, Director

__________________________
Marvin L. Ragland, Jr., Director

Special Note: The original, signed copy of the Minutes of Organizational Meeting is retained in archives as part of the Association's permanent records.
Appendix 2.1a: Minutes of Organization Meeting (Continued)

WAIVER OF NOTICE OF ORGANIZATION MEETING
OF
BOARD OF DIRECTORS
OF
VIRGINIA ASSOCIATION OF STUDENT FINANCIAL
AID ADMINISTRATORS, INC.

We, the undersigned, being all of the Directors of the Corporation, hereby agree and consent that the organization meeting of the Board of Directors of the Corporation be held on the date and time, and at the place designated hereunder, and do hereby waive all notice whatsoever of such meeting and of any adjournment or adjournments thereof.

We do further agree and consent that any and all lawful business may be transacted at such meeting, or at any adjournment or adjournments thereof, as may be deemed advisable by the Directors present thereat. Any business transacted at such meeting or at any adjournment or adjournments thereof, shall be as valid and legal and of the same force and effect as if such meeting or adjourned meeting were held after notice.

Place of Meeting: Roanoke College, Salem, Virginia

Date of Meeting: August 2, 1984

Time of Meeting: 10 o'clock A. M.

Date: August 2, 1984

______________________________
John D. McRae, Director

______________________________
Karen D. Koonce, Director

______________________________
Rita M. Bodie, Director

______________________________
Marvin L. Ragland, Jr., Director

______________________________
W. Steve Stocks, Director

______________________________
H. S. Johnston, Director

Special Note: The original, signed copy of the Waiver of Notice of Organization Meeting is retained in archives as part of the Association's permanent records.
Appendix 2.1b: By-Laws

BY-LAWS OF THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
(Revision - Effective May 23, 2007)

ARTICLE I - NAME
The name of this corporation is the Virginia Association of Student Financial Aid Administrators, Inc.

ARTICLE II - PRINCIPAL OFFICE
The principal office of the Association, a nonprofit corporation incorporated under the laws of the Commonwealth of Virginia, shall be in Richmond, Virginia.

ARTICLE III - PURPOSE
The purposes for which the corporation is organized, subject to the limitations of Article XV, hereof, are to:

(a) Promote the professional competency and Association of student financial aid administrators in colleges, universities, proprietary institutions, governmental agencies, and foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.

(b) Assist educational institutions, foundations, governmental agencies, and private and community organizations to promote and develop effective programs of student financial aid.

(c) Facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information, and experience.

(d) Promote such systematic studies, cooperative experiments, conferences, and other related activities as may be desirable or required to fulfill the purpose of this Association.

ARTICLE IV - MEMBERSHIP
There shall be four (4) categories of members of the Association: Active, Life, Emeritus and Student.

Active - Persons employed as practicing financial aid administrators in post-secondary institutions which are located and conducting business in the Commonwealth of Virginia. Persons employed by governmental agencies, lending institutions, guarantors, and servicers/secondary markets which is located and/or conducting business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs. Persons who are involved with the administration of student financial aid, such as, but not limited to, individuals employed by foundations, the secondary school system (public and private), community or civic organizations, agencies and programs, and post-secondary personnel, other than practicing financial aid administrators, and/or conducting business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs.

Life - All those deemed by the Board of Directors as having rendered truly outstanding service to the Association or the profession. Life members who also meet the definition of an active member are eligible to vote without paying annual member dues.

Emeritus - Persons who are former Active members and are no longer eligible for those membership categories but want to maintain a relationship with the Association. These persons would
receive VASFAA mailings, but would not be considered “active” members.

Student - Persons who are enrolled full time in an institution of higher education.

All members are those, including membership of individuals not specifically identified by the above categories, approved by the Board of Directors who has paid the annual dues in accordance with the amount and regulations of dues payment as established by the Board of Directors. Membership is individual rather than institutional and is not transferable. A change in employment may affect one's membership category and its privileges. Members with full voting privileges are Active.

**ARTICLE V - FINANCE**

The fiscal year of the Association shall be from July 1 to June 30. Income shall be derived from sources approved by the Board of Directors. Dues shall be assessed and collected in amounts and in such manner as may be prescribed by the Board of Directors. The fiscal records of the Association shall be audited at the conclusion of each of the Association's fiscal years in a manner prescribed by the Board of Directors.

**ARTICLE VI - OFFICERS**

The elected officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past President, and Representative(s)-at-Large. The President, President-Elect, Treasurer, and Treasurer-Elect will serve for a period of one year. The Secretary, and Representative(s)-at-Large will serve for a period of two years. All terms will coincide with the Association's fiscal year as defined in Article V.

The President-Elect, Treasurer, Treasurer-Elect, Secretary, and Representative(s)-at-Large shall be elected by a majority vote of the total votes cast by the active membership.

There shall be four (4) Representatives-at-Large officers of the Association. A Representative-at-Large Officer shall not serve in consecutive two-year terms. Notwithstanding, a member elected to fill a vacant Representative-at-Large officer position that has less than a full two-year term of service remaining, may be eligible for nomination and re-election to a regular two year term immediately following the end of the non-standard term served. There will be no limit on the number of non-consecutive two-year terms a member can serve.

Upon the completion of the term as President-Elect, that individual shall become President of the Association until a successor President-Elect assumes office as President. Upon completion of the term of the President, he or she shall become Immediate Past President and shall serve until a successor is named. Upon completion of the term as Treasurer-Elect, that individual shall become Treasurer of the Association until a successor Treasurer-Elect assumes office as Treasurer.

In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of the President without prejudice to his/her term of office. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the duties of the Treasurer without prejudice to his or her term of office. In the event of a vacancy in the office of Treasurer-Elect, Secretary or Representative-at-Large, the President shall appoint a replacement, with approval of the Board of Directors, whose term will end with the end of the current fiscal year. In the event of a vacancy in the office of President-Elect, it shall be filled by the method of the original selection. Once elected, an officer may serve for the duration of his or her term so long as his or her membership classification continues to meet the requirements of an elected officer, as specified in Article XI.
**ARTICLE VII - DUTIES OF OFFICERS**

The duties of the elected officers are as follows:

**President** - The President shall preside at all meetings of the Association, shall serve as Chairman of the Board of Directors, shall appoint all chairmen with the approval of the Board of Directors, and shall be a member ex-officio of all committees. He or she shall submit a written annual report to the Association. The President must maintain his or her status as specified in Article XI.

**President-Elect** - The President-Elect shall perform all the duties of the President in his or her absence, or at his or her request, and shall perform such duties as may be required by the Association.

**Immediate Past President** - The Immediate Past President shall serve as an active member of the Board of Directors, and as Parliamentarian of the Association.

**Secretary** - The Secretary shall be responsible for maintaining and providing the official minutes and records of the Board of Directors, shall notify the members of any regularly scheduled meetings, shall keep a current and accurate list of members of the Association, shall provide the minutes of any business meeting, and shall, in general, perform all the duties incident to his or her office as the Association may require. He or she shall keep and update the Policies and Procedures. Upon the completion of a term of office, he or she shall turn over to his or her successor within thirty (30) days after the close of the fiscal year all the Association's secretarial records.

**Treasurer** - The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Board of Directors and shall keep adequate and appropriate records of such receipts and disbursements; shall deposit all monies, checks and other credits to the account of the Association in a financial institution(s) approved by the Board of Directors, whose deposited funds are insured by the appropriate governmental agency, shall sign all receipts and vouchers for payments made to the Association; shall sign all checks for payment made by the Association; shall submit to the membership statements concerning dues; shall, on receipt of dues from approved members, issue receipts and/or membership cards; must be bonded at the expense of the Association, the amount to be determined by the Board of Directors; shall submit an estimated budget to the Board of Directors; shall submit an audited annual report to the Association; and shall, in general, perform all the duties of this office required by the Association. He or she shall turn over to his or her successor all financial records of the Association in good order within sixty (60) days after the close of the fiscal year.

**Treasurer-Elect** – The duties and responsibilities for the office of Treasurer-Elect may be the same as those specified for the office of Treasurer in the preceding paragraph.

**Representative-at-Large** - The Representative-at-Large shall become fully acquainted with the needs and concerns of the membership and communicate those to the Board of Directors. Special assignments and duties may be required as directed by the President. The Representative-at-Large shall not be assumed to be representing any particular Association constituency.

**ARTICLES VIII - BOARD OF DIRECTORS**

The administrative responsibility of the Association shall be vested in a Board of Directors. The Board of Directors shall function as an Executive Board of the Association and shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, and Representative(s)-at-Large.

The Board of Directors, in the management of business, property and assets of the Association, shall be vested with all powers possessed by the Association itself, including the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the Commonwealth of Virginia or any other laws, the Articles of Incorporation of the Association, or these By-Laws.
The required quorum of a Board of Directors meeting shall be two-thirds (2/3) of the current membership of the Board.

**ARTICLE IX - COMMITTEES AND COMMISSIONERS**

The President shall establish committees as he or she deems necessary to conduct the activities of the Association. All committee chairs, commissioners and other appointees shall be selected by the President, and approved by the Board of Directors. All committee members shall be selected by the committee chair.

**ARTICLE X - MEETINGS**

The President shall call at least one business meeting of the membership annually. All business meetings shall be held within the Commonwealth of Virginia. All business meetings shall be announced in writing to all members at least thirty (30) days in advance.

Any members of the Board of Directors or any committee designated by such Board may participate in a meeting of the Board of Directors or committee by means of telephone conference or similar communications equipment by which all persons participating in the meeting can communicate with each other. Such participating shall constitute presence in person at the meeting.

Any meeting of the Board of Directors may take place using any acceptable means of technology as they pertain to the holding of said meeting i.e., members in attendance, quorums met, etc.

Acceptable means of technology for the purposes of being present at a meeting may include but is not limited to any medium currently acceptable in the workplace such as telephone conference calls, audio or video conferences, electronic mail, facsimile transmissions, and interactive video. The use of any means of technology to conduct the business of the organization shall be at the discretion of the President.

**ARTICLE XI - NOMINATIONS AND ELECTIONS; VOTING**

President must be a voting member in good standing. The Secretary, Treasurer, Treasurer-Elect and Representative(s)-at-Large must be Active members of the association as specified in Article IV.

Nominations of officers must be approved by the Board of Directors of the Association. Elections must be conducted by June 1 of the fiscal year preceding the beginning of the term of office.

A vote of Active membership is required for all elected officers, amendments to the By-Laws of the Association, dissolution or final liquidation of the Association, and as otherwise deemed appropriate by the Board of Directors. Unless otherwise specified, a majority vote is required to approve action of any vote of the Association.

**ARTICLE XII - CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

The Board of Directors may authorize any officer or officers of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by an officer or officers and in the manner determined by resolution of the Board of Directors. In the absence of such determination, such instruments shall be signed by the Treasurer or by the President.

All funds of the Association shall be deposited to the credit of the Association in banks, trust companies, or other depositories approved by the Board of Directors. All financial institutions where Association funds are deposited are to be insured by an appropriate governmental agency.
The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Association.

**ARTICLE XIII - DISSOLUTION OR FINAL LIQUIDATION**

Dissolution or final liquidation of the Association shall take place upon vote of the Active in Article XI. An official audit of Association financial records shall be required within thirty (30) days of this action.

Upon acceptance of the audit by the Board of Directors, all outstanding liabilities will be paid and any remaining assets will be distributed to one or more of the categories of recipients listed in Article X of the Association's Articles of Incorporation.

**ARTICLE XIV - SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS PROHIBITED**

The Association shall not authorize or issue shares of stock, and shall not obtain any dividends nor make loans to any of its members, officers, agents, or employees.

**ARTICLE XV - LIMITATION OF ACTIVITIES**

The Association shall not be operated for profit (except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose as set forth in Article III, hereof). The Association shall not directly or indirectly participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any provisions in these By-Laws or in the Association's Articles of Incorporation, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1954 as an organization described in Code Section 501(c)(6), (or corresponding provisions of any future United States internal revenue laws). No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, except that the corporation may elect to have provisions of Section 501(h) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) apply with respect to such activities.

**ARTICLE XVI - PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Roberts’ Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the Articles of Incorporation, these By-Laws, and special rules of order the Association may adopt.

**ARTICLE XVII - AMENDMENTS OF BY-LAWS**

These By-Laws may be amended or revised upon the recommendation of the Board of Directors and a majority vote of the votes cast by those Active members present and voting at any business meeting and/or by those Active members returning ballots within thirty (30) days of the mailing date of votes taken by mail. Active members must be notified in writing of proposed amendments thirty (30) days in advance of voting at any business meeting.

**ARTICLE XVIII – NONDISCRIMINATION BY-LAW**

The Virginia Association of Student Financial Aid Administrators (VASFAA) views its membership to be an important asset to the community and to the Commonwealth of Virginia. In respecting the individuality of each member, we are committed to maintaining an inclusive environment at association functions. It is important to VASFAA that its members participate in activities free from all forms of discrimination and harassment on the basis of race, sex, gender identity, gender expression, color, religion, creed, national or ethnic origin, ancestry, age, marital status, sexual orientation, disability, veteran status, and socioeconomic status.
ARTICLES OF INCORPORATION

VIRGINIA ASSOCIATION
OF
STUDENT FINANCIAL AID ADMINISTRATORS, INC
(A VIRGINIA NON-STOCK CORPORATION)
(Adopted January 31, 1985 and Last Amended January 1, 1993)

We hereby associate to form a non-stock corporation under the provisions of Chapter 2 of Title 13.1 of the Code of Virginia, and to that end set forth the following.

ARTICLE I

The name of this corporation is the Virginia Association of Student Financial Aid Administrators, Inc. (herein referred to as "the Corporation").

ARTICLE II

The Corporation shall have perpetual duration.

ARTICLE III

This corporation is organized for the following purposes:

A. Promote the professional preparation, effectiveness, and Association of student financial aid administrators in colleges, universities, proprietary institutions, governmental agencies, and foundations, and other associated with private and community organizations concerned with the support and administration of student aid programs.

B. Assist educational institutions, foundations, governmental agencies, and private and community organizations to promote and develop effective programs of student financial aid.

C. Facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information, and experience.

D. Promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the above-stated purposes.

E. The Corporation shall have the power to do any and all lawful acts and things which may be necessary, useful, suitable or proper for the furtherance or accomplishment of the purposes and powers of the Corporation, and shall exercise all power's possessed by Virginia Corporations of similar character, including the power to own, lease, contract for the purchase and sale of, and to mortgage or otherwise encumber, real and personal property.

ARTICLE IV

Membership in the Corporation shall consist of persons employed by colleges, universities, proprietary institutions, governmental agencies, and foundations, or associated with private and community organizations which are located and/or conduct business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs. Qualifications for membership and voting privileges shall be determined by the Board of Directors in accordance with the By-Laws.
ARTICLE V

The Corporation shall not be operated for profit (except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as herein above stated), and no part of the net earnings of the Corporation is organized as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a Corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or cognate sections thereof.

ARTICLE VI

The affairs of the Corporation shall be managed by a Board of Directors.

(a) The number of directors of the Corporation shall be no less than five (5), but may be increased or decreased from time to time by amendment to the By-Laws.

(b) The elected officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past President, and Representative(s)-at-Large. The President, President-Elect, Immediate Past President, Treasurer, and Treasurer-Elect will serve for a period of one year. The Secretary and Representative(s)-at-Large will serve for a period of two years. The President-Elect, Treasurer, Treasurer-Elect, Secretary, and Representative(s)-at-Large shall be elected by a majority vote of the total votes cast by the active membership.

ARTICLE VII

Private property of the directors, officers and members of this Corporation shall be forever exempted from all corporate debts and liabilities according to the provisions set forth herein.

(a) The Corporation shall indemnify any person who was or is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (including any action of suit by or in the right of the Corporation to procure a judgment in its favor) by reason of the fact that he or she was a director or officer of the Corporation, against judgments, fines, amounts paid in settlement and expenses (including attorney's fees) actually and reasonably incurred by him or her in connection with such action, suit or proceeding except only in relation to any claim, issue or matter as to which such person shall have been finally adjudged to be liable for his or her gross negligence or willful misconduct. Each such indemnity shall inure to the benefit of the heirs, executors and administrators of such person.

(b) Any indemnity under subsection (a) above shall (unless authorized by a court) be made by the Corporation only as authorized in the specific case upon a determination that the director or officer was not guilty of gross negligence or willful misconduct in the performance of his or her duty and, in the case of a settlement, that such settlement was, or if still to be made, is consistent with such indemnity and the best interests of the Corporation. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

If the determination is to be made by the Board of Directors, it may rely, as to all questions of law, on the advice of independent counsel.

(c) Expenses incurred in defending an action, suit or proceeding, whether civil, administrative or investigative, may be paid for by the Corporation in advance of the final disposition of such action, suit
or proceeding as authorized by vote of the persons provided in subsection (f) of this section, upon receipt of any undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized by this section.

(d) The right of indemnification provided by this section shall not be exclusive of any other rights to which any director or officer may be entitled, including any right under policies of insurance that may be purchased and maintained by the Corporation or others, even as to claims, issues or matters in relation to which the Corporation would not have the power to indemnify such director or officer under the provision of this section.

(e) The Corporation may purchase and maintain at its sole expense insurance against all liabilities or losses it may sustain in consequence of the indemnification provided for in this section, in such amounts and on such terms and conditions as the Board of Directors may deem reasonable.

ARTICLE VIII

The initial registered office of the Corporation is to be located at 104 Wadsworth Street, Radford, Virginia 24141, and mailing address at Post Office Box 826, Radford, Virginia 24141. The name of the City in which the initial registered office is located is Radford, Virginia. The name of the registered agent is John D. Buck, a member of the Virginia State Bar, whose business office is the same as the registered office of the Corporation.

ARTICLE IX

The names and addresses of incorporators are:

H. S. Johnston  
1901 Ninth Street  
Radford, Virginia 24141

John D. McRae  
1509 Terrace Road, SW  
Roanoke, VA 24015

ARTICLE X

On dissolution or final liquidation of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all lawful debts and liabilities of the Corporation, distribute all of the assets of the Corporation to a non-profit organization which may have been created to succeed the Corporation for a non-profit organization or organizations having similar aims and objectives as the Corporation and which may be selected as an appropriate recipient of such assets, as long as such organizations shall act as an exempt organization pursuant to the Internal Revenue Code. In the event that for any reason upon the dissolution of the Corporation, the Board of Directors of the Corporation shall fail to act in the manner herein provided within a reasonable time, the Judge of the Circuit Court of the City where the Corporation has its principal office shall make such distribution as herein provided upon the petition of one or more persons.

IN WITNESS WHEREOF, the undersigned executes these Articles of Incorporation this sixth day of July, 1984.
H. S. Johnston, Incorporator

John D. McRae, Incorporator

Special Note: The original, signed copy of the Articles of Incorporation is retained in the archives as part of the Association’s permanent records.
### Appendix 2.3: Conference and Annual Business Meeting Listing

<table>
<thead>
<tr>
<th>Fall Conferences</th>
<th>Spring Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10, 1968 Charlottesville</td>
<td>May 5, 1969 Fredericksburg</td>
</tr>
<tr>
<td>November 18, 1968 Charlottesville</td>
<td></td>
</tr>
<tr>
<td>September 10, 1969 Richmond (Special Meeting)</td>
<td>April 15-16, 1971 Lynchburg</td>
</tr>
<tr>
<td>October 14-15, 1970 Charlottesville</td>
<td></td>
</tr>
<tr>
<td>October 7-8, 1971 Charlottesville</td>
<td>April 12-13, 1972 Roanoke</td>
</tr>
<tr>
<td>October 9-11, 1972 Charlottesville</td>
<td></td>
</tr>
<tr>
<td>Fall 1973 Charlottesville</td>
<td>May 10-11, 1973 Richmond</td>
</tr>
<tr>
<td>Fall 1974 Charlottesville</td>
<td>May 9-10, 1974 Virginia Beach</td>
</tr>
<tr>
<td>September 17-18, 1975 Richmond</td>
<td>May 8-9, 1975 Fredericksburg</td>
</tr>
<tr>
<td>September 22-23, 1976 Richmond</td>
<td>May 6, 1976 Virginia Beach</td>
</tr>
<tr>
<td>September 27-29, 1977 Charlottesville</td>
<td></td>
</tr>
<tr>
<td>September 26-28, 1978 Charlottesville</td>
<td>April 30-May 2, 1979 Virginia Beach</td>
</tr>
<tr>
<td>September 25-27, 1979 Charlottesville</td>
<td>April 30-May 2, 1980 Bryce Mountain</td>
</tr>
<tr>
<td>September 24-26, 1980 Charlottesville</td>
<td>April 29-May 1, 1981 Hampton</td>
</tr>
<tr>
<td>October 8-10, 1981 Springfield</td>
<td>April 20-22, 1982 Roanoke</td>
</tr>
<tr>
<td>October 6-8, 1982 Wintergreen</td>
<td>April 13-15, 1983 Williamsburg</td>
</tr>
<tr>
<td>September 28-30, 1983 Charlottesville</td>
<td>April 24-27, 1984 Lynchburg</td>
</tr>
<tr>
<td>September 24-27, 1984 Fredericksburg</td>
<td>April 24-26, 1985 Virginia Beach</td>
</tr>
<tr>
<td>September 24-26, 1985 Roanoke</td>
<td>April 28-30, 1986 Wintergreen</td>
</tr>
<tr>
<td>Sept. 29-October 1, 1986 Richmond</td>
<td>April 6-8, 1987 Williamsburg</td>
</tr>
<tr>
<td>October 11-14, 1987 Fairfax</td>
<td>April 17-20, 1988 Charlottesville</td>
</tr>
<tr>
<td>October 23-26, 1988 Roanoke</td>
<td>April 30-May 3, 1989 Virginia Beach</td>
</tr>
<tr>
<td>October 22-25, 1989 Fredericksburg</td>
<td>April 22-25, 1990 Richmond</td>
</tr>
<tr>
<td>October 21-24, 1990 Wintergreen</td>
<td>April 29-May 1, 1991 Virginia Beach</td>
</tr>
<tr>
<td>November 3-6, 1991 Williamsburg</td>
<td>April 26-29, 1992 Virginia Beach</td>
</tr>
</tbody>
</table>
October 25-28, 1992 Roanoke (*25th Anniversary*)
Oct. 31-Nov. 3, 1993 Richmond
October 23-26, 1994 Charlottesville
Oct. 29-Nov. 1, 1995 Tyson’s Corner
November 10-13, 1996 Charlottesville
October 12-15, 1997 Roanoke (*30th Anniversary*)
October 25-28, 1998 Richmond
October 10-13, 1999 Charlottesville
October 15-18, 2000 Roanoke
October 14-17, 2001 Richmond
(Sheraton Richmond West)
November 13-15, 2002 Roanoke (*35th Anniversary*)
(Hotel Roanoke)
October 12-15, 2003 Richmond
(Downtown Marriott)
October 25-28, 1993 Virginia Beach
May 1-4, 1994 Virginia Beach
April 30-May 3, 1995 Virginia Beach
May 5-8, 1996 Norfolk
May 4-7, 1997 Virginia Beach
April 19-22, 1998 Williamsburg
April 25-28, 1999 Virginia Beach
May 7-10, 2000 Virginia Beach
May 6-9, 2001 Virginia Beach
(Ramada Oceanfront)
April 21-24, 2002 Norfolk
(Waterside Marriott)
May 11-14, 2003 Virginia Beach
(Ramada Oceanfront)
May 2-5, 2004 Virginia Beach
(Founders Inn)

**Annual Conferences**

May 22-25, 2005 Virginia Beach (Hilton Oceanfront Resort)
May 22-25, 2005 Virginia Beach (Hilton Oceanfront Resort)
May 20-23, 2007 Virginia Beach (Hilton Oceanfront Resort)
May 19-21, 2008 Newport News (Marriot City Center)
April 25-29, 2009 Roanoke (Hotel Roanoke and Conference Center)
May 23-26, 2010 Hampton (Embassy Suites)
May 18-20, 2011 Richmond (The Westin)
May 20-23, 2012 Norfolk (Waterside Sheraton)
May 13-15, 2013 Hampton (Embassy Suites)
May 19-21, 2014 Richmond (The Omni)
May 3-6, 2015 Norfolk (Waterside Marriott)
Appendix 2.4: VASFAA Presidents Listing

1968-1970 Thomas Langston  Lynchburg College
1970 Fred Scott  Hampton Institute
1970-1972 Pricilla M. Light  Randolph-Macon Women’s College
1972-1993 Jim N. Humphreys  Clinch Valley College
1974-1975 Gary Groneweg  Longwood College
1975-1976 Allen Fredd  University of Richmond
1976-1977 H.S. (Buddy) Johnston  Radford University
1977-1978 Alvin Lomax  Norfolk State University
1978-1979 William Miller  Old Dominion University
1980-1981 Sue D. Ross  Hollins College
1981-1982 Wayne T. Garvin  Old Dominion University
1982-1983 Marie A. Bennett  Northern Virginia Community College
1983-1984 Rita M. Bodie  George Mason University
1984-1985 John D. McRae  Roanoke College
1985-1986 Marvin R. Ragland  Longwood College
1986-1987 W. Steve Stocks  Virginia Wesleyan College
1987-1988 Karen Koonce  Tidewater Community College
1988-1989 Charles ("Bud") Kinder  Virginia Commonwealth University
1989-1990 Mary Neal  Randolph-Macon College
1990-1991 Marvin Hensley  University of Virginia
   Carol A. Mowbray  Marymount University
1991-1992 Carol A. Mowbray  Marymount University
   Northern Virginia Community College
1992-1993 Roderick B. Moore  Southwest Virginia Community College
1993-1994 Helga Greenfield  Old Dominion University
1994-1995 Sidney P. Dugas  Christopher Newport University
1995-1996 Michael W. Barree  Virginia Commonwealth University
1996-1997 Lisa L. Tumer  Longwood College
1997-1998 Estherine J. Harding  Norfolk State University
1998-1999 Guy F. Gibbs  Northern Virginia Community College
1999-2000 Zita Barree  J. Sargeant Reynolds Community College
2000-2001 Nancy Roberts  Virginia Intermont College
2001-2002 Tim Freeman  Hampton Roads School of Technology
2002-2003 Barry Simmons  Virginia Polytechnic Institute
2003-2004 Sherwin Hibbets  Regent University
2004-2005 Tom Morehouse  Thomas Nelson Community College
2005-2006 Brad Barnett  James Madison University
2006-2007 Erik Melis  George Mason University
2007-2008 Patricia Kelly  College of William and Mary
2008-2009 Brenda Burke  Virginia Commonwealth University
2009-2010 Sheila Nelson- Hensley  Bluefield College
2010-2011 Heather Hollandsworth  Ferrum College
2011-2012 Melissa Barnes  Norfolk State University
2012-2013 Margaret Murphy  Eastern Virginia Medical School
2013-2014 Ashley Reich  Liberty University
2014-2015 Tarik Boyd  ECPI, Virginia Beach
2015-2016 Michael Farris  Central Virginia Community College
2016-2017 Chad Sartini  Virginia Western Community College
Appendix 3.1.1: VASFAA Financial Aid Leadership Development

VASFAA Leadership Nomination Form

This form is to be submitted to the Board. Board members are responsible for submitting a Board of Directors Nomination Form for each candidate being considered for sponsored attendance at a leadership event.

Board of Directors Member: __________________________________________________

VASFAA Member Being Nominated: ____________________________________________

Name of Suggested Leadership Event: _________________________________________

Date of the Suggested Leadership Event: _______________________________________

Is the nominee currently employed in a post-secondary institution, public or private located within the Commonwealth of Virginia? Yes No

Position: ___________________________________________________________________

Employer: __________________________________________________________________

Is the nominee a paid VASFAA member in good standing? Yes No

Explain what leadership potential you see this person having for VASFAA (e.g. Committee Chair, Board of Directors member, etc.): ____________________________

__________________________________________________________________________

__________________________________________________________________________

What leadership qualities do you see in this individual? _________________________

__________________________________________________________________________

__________________________________________________________________________

Please provide a summary of why you are nominating this individual: ____________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
SECTOR INTERESTS

The sector leaders request your input in advance of our next Conference. They would like to know of any issues or concerns that you may have. This form should be completed and returned to me at the address and by the date indicated below. This should expedite and enhance our sector meetings.

GROUP TYPE

_____ Four-year public  _____ Private Career

_____ Four-year private  _____ Lenders/Agencies

_____ Two-Year Public  _____ Health Professions/ Graduate Schools

_____ Secondary Schools

Issue: (attach extra sheets if necessary)

1. Related in particular to your sector:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. Related to VASFAA as an association:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3. On the state scene:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. On the federal scene:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

5. Other:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Return this form to: Return By:
VASFAA SECTOR MEETING

DATE

SECTOR TYPE

COORDINATOR

Briefly state problem/concern/statement

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________


Please state action you would like the VASFAA Executive Board to take (e.g., write letter, research, bring before the membership).

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Appendix 3.4: Inventory
Site Selection Checklist

REGISTRATION/GUEST ROOMS

Does the hotel have sufficient guestrooms to accommodate the following anticipated room blocks? These blocks may vary based on conference location and time of the year.

- Sunday 75 – 100 rooms
- Monday at least 125 rooms
- Tuesday at least 125 rooms

What types of rooms (and how many of each) are available – single, double, suites, etc.?

What will the room rates be? For the 1998-99 and 1999-2000 years, the room rates for all 4 conferences were below $100 for single/double.

What are the taxes charged in addition to the room rate?

Are there any additional fees in addition to the room rate? For example, some hotels now charge a fee for an in-room safe or for an additional person in the room.

Will the hotel extend the room rate for day’s prior and after the conference?

What is the hotel’s policy on complimentary rooms? Typically, VASFAA has received 1 comp guestroom for each 50 actual occupied rooms consumed on a per night basis. Additionally, it is preferred that the President receives a comp suite for the duration of the conference.

How does the hotel prefer that reservations be made?

What are the advance deposit requirements, if any? Although it would be preferred that no advance deposit be required, it will not always be possible to avoid this.

What are the hotel’s cancellation policies? How far in advance can a room be canceled without penalties? If a guest checks out prior to the reserved checkout date, will there be an early departure fee and if so, how much will the fee be?

When will blocked rooms be released? Typically, the hotel has a cut-off date for room reservations 3 – 4 weeks before the conference. It is preferred that it would be 3 weeks before to give more time for VASFAA members to make their reservations.

What are the check-in and checkout times? What is the availability of early check-in or late checkout times for designated persons?

In cases where the conference hotel rate exceeds 150% of the state-approved rate, an attempt should be made at least 2 months in advance of the hotel reservation cut-off date to obtain a blanket exemption from the Virginia Department of Accounts. The state’s approved hotel rates can be found at the Department of Account’s website (www.doa.state.va.us) under the CAPP Manual, Topic #20335, State Travel Regulations (pages 17-18). Each state agency head or designee is authorized to approve reimbursement for lodging up to 150% of the guidelines when circumstances warrant. Exceptions above 150% of the guidelines may be granted by the Department of Accounts Manager of Disbursements Review and Fixed Assets (e-mail to state agency head or designee is authorized to approve reimbursement for lodging up to 150% of the guidelines when circumstances warrant. Exceptions above 150% of the guidelines may be granted by the Department of Accounts Manager of Disbursements Review and Fixed Assets (e-mail to state agency head or designee is authorized to approve...
reimbursement for lodging up to 150% of the guidelines when circumstances warrant. Exceptions above 150% of the guidelines may be granted by the Department of Accounts Manager of Disbursements Review and Fixed Assets (e-mail to fas@doa.state.va.us).

**MEETING ROOMS**

How many meeting rooms will be available to VASFAA for the conference? Please see the attached “Meeting Room Minimum Specifications”. Be very careful of what is specified in the contract in terms of meeting space requirements. Often, a hotel will hold you to exactly what was specified in the contract. This can be a problem later on when actual conference details are finalized.

Will there be a charge for the meeting rooms? The preference here is that VASFAA not be charged for any meeting space. Typically, hotels will establish a scale of the number of guestrooms consumed per night that is necessary to avoid meeting room rental fees. For example, for the spring 2000, as long as VASFAA has a total sleeping room consumption of 300 – 350 (during the duration of the conference), the meeting room rental fee will be waived.

What are the seating capacities (theater style, classroom style, and banquet) for the meeting rooms that the hotel is suggesting for the conference? Please refer to the attached “Meeting Room Minimum Specification” as a guide when determining which meeting space should be booked.

What are the arrangements for audio-visual equipment and how will equipment needs be coordinated before and during the conference?

What are the costs for various standard audio-visual equipment – podium and microphone, overhead projector, wireless microphone, etc.? Is any equipment furnished in the meeting rooms at no charge?

Prior to each conference, when does the hotel need the breakdown of all meeting requirements – meeting space, audio-visual, etc.?

**Exhibit Area**

What size space is available for the exhibit space? If at all possible, arrangements should be made to have the exhibit area in a space that can be locked and that is big enough to hold all exhibits plus refreshment breaks.

What is the proximity of the exhibit space to loading/storage areas for the shipments of displays and materials?

What is the proximity of the exhibit space to the meeting room space?

Is there a fee for the exhibit tables, table coverings and electrical needs? This will vary by hotel but efforts should be made to minimize costs. For the fall 1999 conference, the fee will be $35.00 per day and includes a 6’ table and 2 chairs, draped and skirted. For the spring 2000 conference, there will just be a flat rate of $45 per draped table, which will also include 2 chairs and, basic electricity.

Can materials be shipped to the hotel prior to the conference and if so, how should this is handled? How far in advance of the conference will the hotel accept shipments? Typically, a hotel will not accept responsibility for meeting materials delivered prior to seven days before the conference and it could be fewer days than that.
**HOTEL – GENERAL**

What is the general appearance of guestrooms, meeting rooms, lobby area, hallways in the general public use areas and grounds around the hotel?

What is the general quality of the furnishings and décor, food service, registration handling including check-in at the front desk, hotel personnel manners and general attitude, room service, and housekeeping?

How does the hotel handle posting the meetings (sessions) – signs, marquis, easels, etc. or will VASFAA be responsible for labeling the meeting rooms for each session?

**GENERAL SERVICES**

What is the availability of parking and will there be a fee for it?

What are the numbers and types of restaurants available within the site itself? Within walking distance of the facility? Within short driving distance from the facility?

What types of other shops and services are available?

What duplicating (copying) and business center services are available and what are the costs?

What are the general transportation facilities, including airport service?

Is the hotel willing to charge vendor accounts for specific expenses not coordinated through the Conference Committee? For example, if a vendor has electrical needs that go beyond the standard, can those charges be billed directly to the vendor instead of them being put on VASFAA’s master account?

How accessible are the restroom facilities and what is their proximity to the meeting rooms?

**FOOD SERVICE**

Are there a variety of food selections?

When does the hotel need a guarantee on the number of meals (headcount)? Typically, this is expected no later than 3 – 4 days prior to the first meal function. It is important to remember that VASFAA is charged for the number of guaranteed meals even if all of them are not needed.

How many meals will be set above the guaranteed number? Typically, hotels will set 3 - 5% over the guaranteed number just in case additional meals are needed.

What are the prices for the various meals – breakfast, lunch, dinner and selections for receptions?

What is the food and beverage taxes/service charges?

Is there a separate service charge for functions that have fewer than 25 people? If so, what is the charge?

How far in advance will the hotel guarantee meal prices?

How will the hotel handle meals for guests with dietary restrictions? What types of meals are available?
Are there any unique features or characteristics that would be of interest to conference attendees?

Will there be other meetings/conventions in the hotel during the same time period?

Will the hotel allow all group charges to be put on a master bill? If so, when is payment due on the master bill?

Is a credit application required to establish a master account? If so, when does the application need to be completed?

Who will be the hotel’s main contact person(s) for conference planning? Can a meeting be scheduled prior to the conference so that the VASFAA conference chair and any other association designees can meet with all key hotel staff?

(MISCELLANEOUS)

Meeting Room Minimum Specifications

Sunday

Board Meeting 10 am – 5 pm set for 12, conference style

Conference Committee 1 – 3 pm set for 10, conference style

Membership Committee 2 – 4 pm set for 8, conference style

Exhibits: it is preferable to have them set up starting no later than 3 pm and room preferences were outline in “Site Selection Checklist”.

Note: it is also preferred that VASFAA be given a small meeting room to be used as storage from Sunday at noon until Wednesday at noon.

Conference Registration 4 – 6 pm area near meeting rooms

President’s Reception 5:30 – 7 pm set for 100, reception style

Monday

Conference Registration 8 am – 5 pm

Exhibits Open 9 am – 5 pm

Concurrent Sessions 9 am – Noon  3 separate breakouts set for 75 people each, theater style

Luncheon Noon – 1:30 pm  set for 200, banquet style with head table for 12

Concurrent Sessions 1:45 – 4:15 pm  4 separate breakouts set for 50 – 75 people each, theater

Refreshment Break afternoon  in or outside exhibit area for 150 people

Sector Meetings late afternoon  will need a total of 7 Breakout rooms to be set for 20, 35, 40, 50, 60, 75, 75  people theater style

Tuesday

Conference Registration 8 am – Noon

Exhibits Open 8 am – 3:30 pm
New Member Breakfast 8 – 9 am Set for 35, rounds of 6
Continental Breakfast 8 – 9 am Set for 130 in or outside Exhibit area
Concurrent Sessions 9 – 10 am 4 separate breakouts set for 50 – 75 people each, theater
Refreshment Break 10 – 10:30 am Set for 150 people in or Outside exhibit area
General Session 10:30 – Noon set for 200 people, theater
General Session 2 – 3:30 pm set for 200 people, theater
4 pm Set for 150 people in or Outside exhibit area
Concurrent Sessions 4 – 5 pm 4 separate breakouts set for 50 – 75 people each, theater
Banquet 6:30 – 8:30 pm Set for 175 people, banquet

Wednesday
Breakfast/General Session 8:30 – 11:30 am Set for 175 people, banquet with head table for 5 – 6
Appendix 5.2a: Sample President’s Report

The Annual Report summarizes the entire year for the membership – this report gives a good idea of topics to cover, but it is a report to the Executive Board at a Fall Meeting.

President’s Report
VASFAA Executive Board
[Date]

[Welcome and Introduction]

Below are updates on those areas that I believe will be of most interest to you:

SASFAA News

[Conference]
[Special Events]

[Insert Text]

[Conference]
[Special Events]

[Insert Text].

SCHEV Advisory Committee

[Insert Text]

VASFAA

[Special Events or Features]
[Committee Reports/Summary]

[Insert Text]

[Closing and Thank You Statement]

[Name], VASFAA President [Term] Date
Members Present: [List Names]

Guests Present: [List Names]

[Confirmation of Quorum Statement]

President Guy Gibbs called the meeting to order on April 25, 1999 at 9:05 a.m. President Gibbs welcomed the Board and guests to the Spring Conference.

The Board reviewed the agenda. **Motion was made by Paul Martin and seconded by Christy Scott to approve the agenda. Motion was carried by acclamation.** (Attachment A)

Corrections were made to the Winter Board Meeting minutes. **Motion was made by Melissa Ellyson and seconded by Christy Scott to approve the minutes as corrected. The motion was carried by acclamation.**

PRESIDENT’S REPORT: Guy Gibbs

President Gibbs presented his Annual Board report. (Attachment B) President Gibbs reviewed the committee evaluations with the Board and discussed the procedures for electing the Committee of the Year. He also reminded the Board of the New Members Breakfast on Tuesday morning and asked that all Board members make an effort to attend this function.

President Gibbs informed the Board that the NASFAA Carnival of Learning project for this year is requesting T-Shirts from Virginia Schools for the children. Several Board members indicated that they would donate a T-shirt from their college for this cause.

President Gibbs reminded the Board that there would be an appreciation breakfast for Board members and Committee Chairs for the 1998-99 year on Tuesday morning.

**Motion was made by Tom Morehouse and seconded by Zita Barree to designate the new Educational Foundation Award as the H.S. Johnston Grant, lovingly referred to as the “Buddy Award”. Motion carried by acclamation.**

Zita Barree discussed changing the VASFAA Logo for 1999-2000. She and Melissa Ellyson presented several samples to the Board. The Board was asked to review the proposed changes and to be ready to make a decision at the Tuesday Board Meeting.

SECRETARY’S REPORT: Nancy Roberts

It was reported by the Secretary that copies of all minutes had been given to the Archives for storage.

Secretary Roberts presented the annual report for the photographer. (Attachment C) Liz Vikmanis has been very active in providing services to the association by taking photos and being available to work any functions that were in need of publicity. She requested input from the Board as to whether to contact NASFAA for submitting photos to the NASFAA Newsletter for publication. The Board discussed the request and decided to not contact NASFAA.
The meeting recessed at 10:30 a.m.

The meeting reconvened at 10:45 a.m.

TREASURER’S REPORT: Thomas Morehouse, III

Treasurer Morehouse showing that the financial condition of VASFAA is in extremely good condition gave an itemized annual report. (Attachment D)

IMMEDIATE PAST PRESIDENT’S REPORT: Estherine Harding

Immediate Past-President Harding reported on the plaques to be presented at the Spring Conference opening luncheon and gave her annual report. (Attachment E)

BY-LAWS:

The By-Laws Committee had no action during this year.

NOMINATIONS:

Past President Harding presented the following slate of candidates to the Board for election for the 1999-2000 year.

President-Elect: Sherwin Hibbets
Nancy Roberts

Secretary: Sharon Clough
Melissa Ellyson

Representative-at-Large: Joanne Carreras
Jevita deFreitas
Elizabeth (“Biz”) Daniel
Robert Parker
Leslie Thomas
Timothy Wolfe

These candidates will be presented to the membership and will give their speech during the Spring Conference luncheon on Monday.

LENDER LIAISON:

Due to a conflict in conferences, Elizabeth “Biz” Daniel was unable to attend the Spring VASFAA Conference and did not provide a report.

SCHEV LIAISON:

Lee Andes was present and presented a SCHEV Update to the Board. (Attachment F)

INFORMATION SERVICES: Melissa Ellyson, Representative-at-Large

Commissioner Ellyson presented annual reports from her committees to the Board. (Attachment G).

The meeting recessed for lunch at 11:40 a.m.
The meeting reconvened at 1:30 p.m.

PRESIDENT ELECT’S REPORT - Zita Barree

President-Elect Zita Barree submitted her report to the Board. Attachment H)

Sherwin Hibbets, Committee Chair for the Strategic Planning Committee presented the proposal for approval.

Motion was made by Zita Barree and seconded by Christy Scott to adopt the 1999-2004 Strategic Planning Committee proposals. Motion was carried by acclamation.

SECTOR COORDINATION:

President-Elect Barree reported the sector coordinators for the Spring Conference.

SITE SELECTION:

President-Elect Barree reported that the site selections for 1999-2000 were on target for the New Year.

BOARD PLANNING RETREAT FOR 1999:

President-Elect Barree announced that the Board Planning Retreat would be held at the Peaks of Otter Lodge in Bedford, Virginia, June 21-23, 1999. She announced there was meetings set prior to the retreat to accomplish pre-planning activities for 1999-2000.

VASFAA WEBSITE:

President-Elect Barree announced that she was working with Robert Dennis and Virginia Networks in developing a website for VASFAA.

PROFESSIONAL DEVELOPMENT: Christy Scott - Representative-at-Large

Commissioner Scott presented her annual report for Professional Development to the Board. (Attachment I)

ORGANIZATIONAL SERVICES: Paul Martin, Representative-at-Large

Commissioner Martin presented his report to the Board. (Attachment J)

Buddy Johnston, Chair of the Budget and Finance Committee presented a follow-up to the Budget and Finance Report and talked about the creation of the Educational Foundation Award. The check will be presented to the membership during the Wednesday session.

PROFESSIONAL SERVICES: Tim Freeman - Representative-at-Large

Commissioner Freeman presented the report to the Board for the Professional Services Commission. (Attachment K)

OLD BUSINESS:

There was no old business to be brought before the Board.

NEW BUSINESS:

President-Elect Zita Barree reminded the Board that volunteer forms are included in the Registration Packets and to
encourage members to complete these and return to her.

President-Elect Barree expressed her appreciation to the Board for their work and support through this year.

**Motion was made by Tom Morehouse and seconded by Melissa Ellyson to recess until the scheduled Tuesday Board Meeting.**

*The meeting recessed at 2:40 p.m.*

*The meeting reconvened at 12:35 p.m., Tuesday, April 27, 1999.*

President Gibbs announced the winner of the *Best Booth Award*, which was ECMC.

President-Elect Zita Barree reported on issues and concerns from the Sector Reports. There was no action to be taken by the Board.

The proposed logo was presented to the Board for 1999-2000. The Board discussed several samples presented by President-Elect Barree and Melissa Ellyson. The Board selected a new logo for VASFAA beginning with the 1999-2000 year.

Immediate Past-President presented the Election Results to the Board for the 1999-2000 year.

The results are as follows:

President-Elect: Nancy Roberts

Secretary: Melissa Ellyson

Representative-at-Large: Paul Martin
Tim Wolfe
Elizabeth Daniel
Leslie Thomas

There being no further business, a **motion was made by Tom Morehouse and seconded by Nancy Roberts to adjourn.** *Motion carried by acclamation.*

The meeting adjourned at 1:25 p.m.
# VASFAA, Inc.

## Balance Sheet

As of 12/31/99

<table>
<thead>
<tr>
<th>2/21'0</th>
<th>12/31/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Accounts</td>
<td>Balance</td>
</tr>
</tbody>
</table>

### ASSETS

#### Cash and Bank Accounts
- Wachovia CDs
  - Endowed Scholarship: 35,093.05
  - First Union CAP: 112,607.70
- TOTAL Cash and Bank Accounts: 75,788.11

#### Other Assets
- New Century Educational Endowment Fund: 52,371.47
- TOTAL Other Assets: 52,371.47

**TOTAL ASSETS: 228,159.58**

### LIABILITIES & EQUITY

<table>
<thead>
<tr>
<th></th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIABILITIES</td>
<td>0.00</td>
</tr>
<tr>
<td>EQUITY</td>
<td>228,159.58</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & EQUITY: 228,159.58**
## Revenue and Expenditure Comparison

<table>
<thead>
<tr>
<th>INCOME/EXPENSE</th>
<th>7/1/98-12/31/99</th>
<th>7/1/99-12/31/99</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conf Reg</td>
<td>18,300.00</td>
<td>16,180.00</td>
</tr>
<tr>
<td>Ed Brew</td>
<td>6,100.00</td>
<td>-3,500.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>3,942.48</td>
<td>4,853.48</td>
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<tr>
<td>Membership</td>
<td>11,550.00</td>
<td>11,180.00</td>
</tr>
<tr>
<td>Newsletter Ads</td>
<td>2,400.00</td>
<td>3,200.00</td>
</tr>
<tr>
<td>Other Income</td>
<td>1,670.00</td>
<td>78.81</td>
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<tr>
<td>Vendor-sponsor</td>
<td>40,800.00</td>
<td>42,920.00</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>84,762.48</strong></td>
<td><strong>74,912.29</strong></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>0.00</td>
<td>1,387.40</td>
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<tr>
<td>Awards</td>
<td>123.25</td>
<td>0.00</td>
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<tr>
<td>Awareness</td>
<td>405.49</td>
<td>1,000.00</td>
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<tr>
<td>Board</td>
<td>293.39</td>
<td>680.48</td>
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<tr>
<td>Budget &amp; Fin</td>
<td>190.82</td>
<td>69.71</td>
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<tr>
<td>Conference</td>
<td>8,968.67</td>
<td>27,495.09</td>
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<tr>
<td>Council NCEEF</td>
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<td>122.14</td>
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<tr>
<td>Diversity</td>
<td>300.00</td>
<td>0.00</td>
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<tr>
<td>Electronic Svs</td>
<td>0.00</td>
<td>405.00</td>
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<tr>
<td>Membership Comm</td>
<td>1,023.82</td>
<td>1,372.07</td>
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<tr>
<td>Newsletter</td>
<td>608.25</td>
<td>2,324.59</td>
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<td>Nominations</td>
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<td>Photographer</td>
<td>101.27</td>
<td>40.51</td>
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<tr>
<td>Policy &amp; Proc</td>
<td>0.00</td>
<td>191.35</td>
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<td>1,824.86</td>
<td>3,044.91</td>
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<td>SASFAA Conf Fnd</td>
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<td>Secondary Rltns</td>
<td>244.61</td>
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<td>Strategic Plng</td>
<td>290.41</td>
<td>75.67</td>
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<td>Sue Ross Endow</td>
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<tr>
<td>Sup Stf Tng</td>
<td>0.00</td>
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<tr>
<td>Training</td>
<td>1,675.82</td>
<td>1,321.08</td>
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<td>269.24</td>
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<td>Uncategorized Ex...</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td><strong>42,650.10</strong></td>
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<tr>
<td><strong>TOTAL INCOME/EXPENSE</strong></td>
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<td><strong>32,262.19</strong></td>
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## Itemized Categories Report (Sample Section)
### 7/1/99 through 12/31/99

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<th>Date</th>
<th>Num</th>
<th>Description</th>
<th>Category</th>
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<td>8/17/99</td>
<td>4427</td>
<td>Christopher Newport Refund/Maury O... Conf Reg</td>
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<tr>
<td>9/27/99</td>
<td></td>
<td>Conf Reg</td>
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<td>9/27/99</td>
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<tr>
<td>9/27/99</td>
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<td>Conf Reg</td>
<td>3,220.00</td>
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<tr>
<td>9/28/99</td>
<td></td>
<td>Conf Reg</td>
<td>1,650.00</td>
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</tr>
<tr>
<td>10/6/99</td>
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<td>Conf Reg</td>
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</tr>
<tr>
<td>10/6/99</td>
<td></td>
<td>38 reg (5 late)</td>
<td>3,495.00</td>
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<tr>
<td>11/3...</td>
<td></td>
<td>Conf Reg</td>
<td>90.00</td>
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<tr>
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<td>25@105</td>
<td>2,625.00</td>
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<td></td>
<td></td>
<td>11@90</td>
<td>990.00</td>
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<td></td>
<td>16,180.00</td>
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<td>8/17/99</td>
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<td>SWVCC &amp; Cristy Dawn Scholarship Ed Brew</td>
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<td>8/18/99</td>
<td></td>
<td>Education First</td>
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</tr>
<tr>
<td>8/18/99</td>
<td>4429</td>
<td><strong>VOID</strong> ODU &amp; Chris... Scholarship Ed Brew</td>
<td>0.00</td>
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<tr>
<td>8/18/99</td>
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<td>NC Central Univ &amp; T... Scholarship Ed Brew</td>
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<tr>
<td>8/18/99</td>
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<tr>
<td>8/18/99</td>
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<tr>
<td>8/18/99</td>
<td>4433</td>
<td>Emory &amp; Henry Colle... Scholarship Ed Brew</td>
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<td>8/18/99</td>
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<td>-1,000.00</td>
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<td>11/3...</td>
<td>4435</td>
<td>FIRST VA BANK</td>
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<tr>
<td>11/3...</td>
<td>4436</td>
<td>EDUCAID</td>
<td>500.00</td>
<td></td>
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<tr>
<td>11/3...</td>
<td>4437</td>
<td>NORWEST</td>
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<tr>
<td>11/3...</td>
<td>4438</td>
<td>CITIBANK</td>
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<td>8/18/99</td>
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<td>11/3...</td>
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<tr>
<td>8/18/99</td>
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<td>-1,000.00</td>
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<td>11/3...</td>
<td>4442</td>
<td>ODU &amp; Christopher Dunn Scholarship(RE... Ed Brew</td>
<td>3,500.00</td>
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</tbody>
</table>
### Appendix 5.3: Planning Retreat Materials

**VASFAA TRANSITION RETREAT MATERIALS CHECKLIST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Person Providing</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and Procedures Manual (paper and disk)</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>President-Elect with Secretary</td>
<td></td>
</tr>
<tr>
<td>List of Committee Chairs</td>
<td>President-Elect</td>
<td></td>
</tr>
<tr>
<td>Continuity Statement</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Conference Guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals and Objectives Worksheets</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Minutes from conference Board Meeting</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Budget Worksheets</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>New Theme Logo</td>
<td>President-Elect</td>
<td>1</td>
</tr>
<tr>
<td>Operations Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stationery</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Staples, stapler, writing pads, tape, hole punch, calculator, pens and pencils</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Name Place Cards</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Expense Reimbursement Forms – Blank</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Current Year Goals and Objectives</td>
<td>Secretary</td>
<td>One for each comm.</td>
</tr>
<tr>
<td>Detailed Board member/committee chair expense report</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Committee Year End Reports</td>
<td>Secretary – the ones she receives before the Retreat</td>
<td></td>
</tr>
<tr>
<td>Inventory Report and Transfer forms</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>VASFAA Laptop with P&amp;P loaded</td>
<td>Secretary</td>
<td></td>
</tr>
</tbody>
</table>
VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM
(Add additional objectives and status reports as needed)

Committee: 
Commissioner/Board Position: 

Year (e.g., 2008-09): 
Committee Members: 

Standard Goal 1:

Objective 1 (HOW the committee plans to achieve the stated goal):

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report: 

Date: 
Report: 

Date: 
Report: 

Objective 2 (HOW the committee plans to achieve the stated goal):

Status Reports of Objective 2 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report: 

Date: 
Report: 

Date: 
Report: 

Standard Goal 2:

Objective 1 (HOW the committee plans to achieve the stated goal):

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is
where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report: 

Date: 
Report: 

Date: Report:

**Objective 2 (HOW the committee plans to achieve the stated goal):**

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report: 

Date: 
Report: 

Date: 
Report:

**Standard Goal 3:**

**Objective 1 (HOW the committee plans to achieve the stated goal):**

**Status Reports of Objective 1** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report: 

Date: 
Report: 

**Objective 2 (HOW the committee plans to achieve the stated goal):**

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 
Report:
BUDGET

<table>
<thead>
<tr>
<th>Item (Broad general categories)</th>
<th>Cost</th>
</tr>
</thead>
</table>

Board Approved Amount: $
Date:
(Use separate sheet, if necessary)

VASFAA PLANNING RETREAT

Lunch: 12:00 Noon

AGENDA

I. Call to Order 1:00 p.m. President

II. Approval of Agenda President

III. President's Report President

IV. Secretary's Report Secretary

   Approval of Minutes of previous meeting

V. Treasurer's Report Treasurer

   Report on budget and audit

VI. Discussion of goals, directions for (new year)

VII. Commission Breakouts

   Commissioners and Committee Chairs establish goals, strategies and budget requests.

VIII. Commissioners' presentation and discussion of goal, strategies and budget requests.

A. Organizational Commission Immediate Past President

   1. Bylaws
   2. Nominations/Elections
   3. Awards - Service, Excellence, Life
   4. Archives Archivist

B. Planning Commission President-Elect

   1. Site Selection (succeeding year)
   2. Sector Coordinator
   3. Membership Relations
C. Treasurer

1. Budget and Finance Committee
2. Sue Ross Endowment Fund

D. Federal/State Relations Commission  Commissioner

1. Federal Legislative Relations
2. Federal Regulatory Relations
3. Lender/School Issues
4. State Relations
5. Strategic View

E. Professional Development Commission  Commissioner

1. Training
   Drive-In Training Coordinator
2. Vendor/Sponsor
3. Conference
4. Calendar Coordinator

F. Professional Services Commission  Commissioner

1. Journal
2. Newsletter editor
3. Awareness
4. Automated Services
5. Secondary School Relations
6. Ethnic Minority Relations

G. Special Appointee

1. Research

IX. Unfinished Business

X. New Business

1. Adjust 1991-92 Goals and Budget
2. Review Annual Calendar
3. Consider gift for Alumni House, Longwood College

XI. Closing Remarks and Adjournment
Liaisons from SCHEV and VSAA will join us during the Retreat.
BOARD CONTINUITY STATEMENT

It was moved by ____________________ that the Board of Directors for 20    -
(President-Elect)
approve all the business of the same body at the _____________________ VASFAA Planning
(Dates)
Retreat at ________________________________ as the official business of the corporation.
(Place)
MOTION CARRIED.

________________________________________________     _________________
President           Date

________________________________________________ _________________
President-Elect         Date

________________________________________________   _________________
Secretary           Date

________________________________________________ _________________
Treasurer           Date

________________________________________________ _________________
Treasurer-Elect          Date

________________________________________________  _________________
Immediate Past-President       Date

________________________________________________  _________________
Representative-at-Large        Date

________________________________________________  _________________
Representative-at-Large        Date

________________________________________________  _________________
Representative-at-Large        Date

________________________________________________  __________________
Representative-at-Large        Date
Appendix 6.1a: Nominations Guidelines

The following is a recommended sequence of actions:

♦ the Chair convenes an initial meeting of the Committee in the early fall. The purpose of the meeting is to discuss the goals and objectives of the Committee with its members, and to develop a plan for the solicitation of nominations. The deadline for the receipt of nominations should be early January,
♦ each Committee member solicits and encourages nominations from the broadest possible range of VASFAA membership,
♦ at a minimum, nominations should be sought via the VASFAA newsletter, *The VASFAA Voice*, the VASFAA List Serve, the VASFAA web site, and at sector meetings,
♦ the Committee must confirm the nominees’ willingness to run for office,
♦ the Committee should meet as soon as possible after nominations are received to discuss the nominations and vote on a recommended slate of nominees for presentation to the Board at its Winter meeting, typically held in January or February. The recommended slate should consist of no more than two nominees for each position, with the exception of Representative-at-large. A single candidate slate is permitted, but not recommended. If only one candidate is nominated for an office, the Committee may nominate another, as long as that individual has been contacted and agrees to run,
♦ at the Winter Board Meeting, the Committee Chair recommends the slate to the Board for approval. If only one candidate is nominated for an office, the Board may nominate another, as long as that individual has been contacted and agrees to run, ♦ immediately after the Winter Board Meeting, the Committee Chair informs the approved candidates of the Board’s decision. Candidates are requested to submit a photograph no larger than 5x7” and a campaign statement of no more than 500 words for publication in and appropriate means of communication,
♦ members who are nominated and agree to accept nomination but are not selected to be put on the ballot, are sent written notice from the Nominations and Elections Committee thanking them for their willingness to serve the Association. See Appendix 6.1b, Nomination Thank You Letter,
♦ ballots listing the names of the candidates approved by the Board should be prepared prior to the Spring Conference,
♦ at the Annual Business Meeting during the Spring Conference, the Chair of the Nominations and Elections Committee presents the Board-approved slate to the membership, and
♦ No promotional materials (e.g. buttons, posters, stickers, etc.) are permitted. No campaigning is permitted at the Conference registration tables or the election polls.
Appendix 6.1b: Nomination Thank You Letter

Letter should be on VASFAA Stationery and signed by the Chair, Nominations and Elections Committee

(Insert Date)

(Insert nominee’s name)  
(Insert nominee’s address)

Dear (Insert nominee name)

This is to inform you that the VASFAA Board, at its meeting on (insert date), approved a slate of candidates for election for (insert year, e.g. 2008-2009) and regret that I must inform you that you were not selected as a candidate.

The Nomination and Elections Committee and the Board extend their sincere thanks and appreciation for your willingness to place your name in nomination. You are encouraged to continue active participation in the Association and hopefully you will have an opportunity to be considered for nomination in the future.

Thanks again for your willingness to run for (insert position).

Sincerely,

(Insert Name)  
Chair,  
Nominations and Election Committee
Appendix 6.1c: Sample Written Ballot
(when required)

2009 VASFAA BALLOT

PRESIDENT ELECT: (Mark only one)
[ ] Candidate Number One
[ ] Candidate Number Two
[ ] Write-in Candidate ___________________________

SECRETARY: (Mark only one)
[ ] Candidate Number One
[ ] Candidate Number Two
[ ] Write-in Candidate ___________________________

REPRESENTATIVE-AT-LARGE (Mark only four)
[ ] Candidate Number One
[ ] Candidate Number Two
The number to be elected each year will be based on the number of members during the prior year. The actual ballot should indicate the number to be elected for the specific year.
[ ] Candidate Number Three
[ ] Candidate Number Four
[ ] Candidate Number Five
[ ] Candidate Number Six
[ ] Candidate Number Seven
[ ] Write-in Candidate ___________________________
SAMPLE FORM

Eligible Voter Form Spring 2009

This is to certify that ________________________________

(Insert Name – Please Print)

is a member in good standing and should be added to the Eligible Voter List.

______________________________________________

(Signature of Membership Committee Member)

______________________________________________

(Name Printed)

______________________________________________

(Date)
Appendix 6.4: Absentee Ballot

I certify that I am a 2008-2009 member in good standing in the Virginia Association of Student Financial Aid Administrators, Inc. (VASFAA). I am submitting this absentee ballot because I do not plan to attend the Spring Conference in (insert conference site) on (insert conference dates).

(Type or Print Name)

(Signature)    (Date)

(Note – Members who vote by absentee ballot and who subsequently attend the conference cannot vote in the general election but may vote in run-off elections.)

IMPORTANT INSTRUCTIONS: Cut the above certification statement from the ballot at the dotted line above. Sign the certification statement. Mark your ballot and fold it so that your selections are concealed. Staple or tape your ballot closed. Staple your certification to the outside of your ballot. At the voting site, your ballot will be separated from the certification. The certification will be used to annotate the eligible voter roster. Your ballot will be placed unopened in the ballot box and will be opened and counted with the ballots cast on site.

PRESIDENT ELECT: (Mark only one)
[ ] Candidate Number One
[ ] Candidate Number Two
[ ] Write-in Candidate _______________________________________

SECRETARY: (Mark only one)
[ ] Candidate Number One
[ ] Candidate Number Two
[ ] Write-in Candidate _______________________________________

REPRESENTATIVE-AT-LARGE (Mark only four)
[ ] Candidate Number One
[ ] Candidate Number Two
[ ] Candidate Number Three
[ ] Candidate Number Four
[ ] Candidate Number Five
[ ] Candidate Number Six
[ ] Candidate Number Seven
[ ] Write-in Candidate _______________________________________

The number to be elected each year will be based on the number of members during the prior year. The actual ballot should indicate the number to be elected for the specific year.

Place the signed certification statement and marked ballot into an envelope and mail or deliver it to the address listed below. Your ballot must be received by (insert date).

(Insert name and address of Chair, Nominations and Elections Committee)
Appendix 7.4: Cash Advance Request

VASFAA

CASH ADVANCE REQUEST

Name: ______________________________________________________

Address: ______________________________________________

____________________________________________

____________________________________________

City   State  Zip

Make Check Payable to: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Description of Purposes of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ________________________________________________   __________________</td>
<td></td>
</tr>
<tr>
<td>2) ________________________________________________________ _______________</td>
<td></td>
</tr>
<tr>
<td>3) ____________________________________________________     _______________</td>
<td></td>
</tr>
</tbody>
</table>

I certify that the cash advance will be used for authorized expenditures on behalf of VASFAA. I agree to provide, within sixty days of the advance, original copies of receipts and/or return unexpended cash equal to the amount advanced. (Reimbursement for expenditures in excess of this advance can be obtained by submitting a Miscellaneous Expense Claim form or a Travel Expense Claim form.)

Signed_____________________________________________    Date

After completion, send this form to:

____________________________________________________________________________________

For President's Use    For Treasurer's Use

Payment Approved for $_________________ Date Paid  _________________

Budget Category  ________________ Check # _________________

Signature  ____________________________ Journal # _________________
**Appendix 7.7.8: Conference Registration Fees and Membership Dues**

**Conference**

**Regular Status:**

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Registration Fees</th>
<th>Membership Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>87-88</td>
<td>$50 $55</td>
<td>$20</td>
</tr>
<tr>
<td>88-89</td>
<td>$50 $55</td>
<td>$20</td>
</tr>
<tr>
<td>89-90</td>
<td>$60 $80</td>
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<td>$20</td>
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<td>91-92</td>
<td>$60 $80</td>
<td>$20</td>
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<tr>
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</tr>
<tr>
<td>96-97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>97-98</td>
<td>$90 $105</td>
<td>$30</td>
</tr>
<tr>
<td>99-00</td>
<td>$90 $105</td>
<td>$30</td>
</tr>
<tr>
<td>00-01</td>
<td></td>
<td>$30</td>
</tr>
<tr>
<td>01-02</td>
<td></td>
<td>$30</td>
</tr>
<tr>
<td>02-03</td>
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<td>03-04</td>
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<td>$30</td>
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<tr>
<td>04-05</td>
<td></td>
<td>$30</td>
</tr>
<tr>
<td>05-06</td>
<td>$125 $175</td>
<td>$30</td>
</tr>
<tr>
<td>06-07</td>
<td>$155</td>
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<td>$210 $250</td>
<td>$35</td>
</tr>
<tr>
<td>09-10</td>
<td>$210 $250</td>
<td>$35</td>
</tr>
</tbody>
</table>

*flex fee rate: $210/ 4 people*

**Emeritus Status:**

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Conference Fees</th>
<th>Membership Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-00</td>
<td>$30</td>
<td>$10</td>
</tr>
</tbody>
</table>

Need assistance from the Archivist to update these items.
Appendix 7.10.1a: Sample Sue Deaton Ross Endowed Scholarship Letter

Dear (Name of Scholarship Recipient):

On behalf of the Virginia Association of Student Financial Aid Administrators (VASFAA), I am pleased to announce that you are the 20____ - 20____ recipient of the Sue Deaton Ross Scholarship in the amount of $_____________.00.

In 1989, this scholarship fund was established through the efforts of numerous lending institutions and other student financial aid agencies and associations. The scholarship was created to help deserving students and to honor one of the most respected professionals in the financial aid community: Mrs. Sue D. Ross.

A native of Salem, Virginia, Mrs. Ross is a graduate of James Madison University and was a dedicated educator at Hollins College, serving as Director of Financial Aid. This scholarship is meant to personify her personal, professional, and educational values. Mrs. Ross demonstrated a commitment for advancing the pursuit of higher education and devoted her energies to help students realize their potential.

As a recipient of the Sue Deaton Ross Scholarship, I challenge you to exemplify the professional characteristics and qualities demonstrated by Mrs. Ross.

Again, congratulations and best wishes in your future endeavors.

Sincerely,

(Name)
Immediate Past President
VASFAA
Appendix 7.10.1b: Sue Deaton Ross Endowed Scholarship Recipients Listing

<table>
<thead>
<tr>
<th>Recipient Name/Institution</th>
<th>Award Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irene V. Ocampo</td>
<td>1992-93</td>
</tr>
<tr>
<td>Northern Virginia Community College</td>
<td></td>
</tr>
<tr>
<td>Cynthia Rhudy</td>
<td>1993-94</td>
</tr>
<tr>
<td>Southwest Virginia Community College</td>
<td></td>
</tr>
<tr>
<td>Kimberly Conrad</td>
<td>1994-95</td>
</tr>
<tr>
<td>Old Dominion University</td>
<td></td>
</tr>
<tr>
<td>Melanie Hodges</td>
<td>1995-96</td>
</tr>
<tr>
<td>Christopher Newport University</td>
<td></td>
</tr>
<tr>
<td>Lewis O. Charles</td>
<td>1996-97</td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td></td>
</tr>
<tr>
<td>Rodney Morris</td>
<td>1997-98</td>
</tr>
<tr>
<td>Longwood College</td>
<td></td>
</tr>
<tr>
<td>Norfolk State University</td>
<td>1998-99</td>
</tr>
<tr>
<td>Northern Virginia Community College</td>
<td>1999-00</td>
</tr>
<tr>
<td>J. Sargeant Reynolds Community College</td>
<td>2000-01</td>
</tr>
<tr>
<td>Virginia Intermont College</td>
<td>2001-02</td>
</tr>
<tr>
<td>Hampton Roads School of Technology</td>
<td>2002-03</td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>2003-04</td>
</tr>
<tr>
<td>Regent University</td>
<td>2004-05</td>
</tr>
<tr>
<td>Thomas Nelson Community College</td>
<td>2005-06</td>
</tr>
<tr>
<td>James Madison University</td>
<td>2006-07</td>
</tr>
<tr>
<td>Patricia Bruckenthal</td>
<td>2007-08</td>
</tr>
<tr>
<td>George Mason University</td>
<td></td>
</tr>
<tr>
<td>College of William and Mary</td>
<td>2008-09</td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td>2009-10</td>
</tr>
<tr>
<td>Bluefield College</td>
<td>2010-11</td>
</tr>
<tr>
<td>Ferrum College</td>
<td>2011-12</td>
</tr>
<tr>
<td>Norfolk State University</td>
<td>2012-13</td>
</tr>
<tr>
<td>Eastern Virginia Medical School</td>
<td>2013-14</td>
</tr>
<tr>
<td>Recipient Name/Institution</td>
<td>Award Year</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Liberty University</td>
<td>2014-15</td>
</tr>
<tr>
<td>ECPI, Virginia Beach</td>
<td>2015-16</td>
</tr>
<tr>
<td>Central Virginia Community College</td>
<td>2016-17</td>
</tr>
<tr>
<td>Virginia Western Community College</td>
<td>2017-18</td>
</tr>
</tbody>
</table>
Appendix 7.14a: Development Partner Policy

**VASFAA Development Partner Policy 2014-15**

**GENERAL GUIDELINES:**

1. The VASFAA President shall appoint the Development Partner Committee Chairperson. The Chairperson shall work closely with the Budget and Finance Committee Chairperson, the VASFAA Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.

2. Development Partners shall be established for the VASFAA fiscal year, July 1 – June 30.

3. There will be no individually sponsored activities during any scheduled events conducted by VASFAA.

4. Previous and potential Development Partners will be sent the VASFAA Development Partner Form in the summer of each year.

5. There will be three levels of support as described below for 2014-2015 (please note fees are non-refundable):

   **Platinum Level $1000**
   - Booth at Annual Conference
   - Two Complimentary conference registrations
   - Priority location based on receipt of full payment by Sept 30, 2014
   - Sponsor and/or Present a training webinar for 2014-2015 (topic to be determined in conjunction with VASFAA Non-Conference Training Committee)
   - Online Conference Support Recognition with logo, URL and contact info
   - Sponsorship page including large logo, URL and contact info
   - Monthly notice to membership via appropriate format of sponsorship
   - Permitted to be at all VASFAA Training Activities for 2014-2015 at no additional charge (for example, Non-Conference Training Events and New Aid Officers, etc.)
   - May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee
Gold Level $750

- Booth at Annual Conference
- One Complimentary Conference Registration per conference
- Online Conference Support Recognition with URL and contact info
- Sponsorship page including small logo, URL and contact info
- At least quarterly notice to membership via appropriate format of sponsorship
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

Silver Level $500*

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

(*Development Partners who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)

6. VASFAA membership is not required to be a Development Partner. Association membership is required to serve on any VASFAA committee.

7. All Development Partners wishing to be an Association Member of VASFAA must pay the yearly Membership Fee.

8. All Development Partners wanting to attend conference sessions, meals, and all other conference functions must complete the VASFAA Conference Registration Form and pay the VASFAA conference registration fee if it is not included as part of the sponsorship level purchased.

9. All fees must be paid to the VASFAA Treasurer-Elect by October 15th, unless other arrangements have been made with the Development Partners Chairperson.

10. Platinum Level Development Partners who pay their Fee by a priority date of September 30th, will be placed in a lottery for prime exhibit table location in the Exhibitor area during the Annual Conference. All other exhibit tables will be assigned based on the date of their paid Fee on a first come, first serve basis for the remaining Exhibit space after the Platinum Level tables have been assigned.

11. Ad sizes in b/w jpeg for the VASFAA Newsletters and Conference Program will be determined by the level of support paid.

12. No random drawings for prizes will be allowed during any VASFAA sponsored event or activity. Items or giveaways of nominal value ($10 or less) are allowed at the conference Exhibitor’s tables.
13. In the event of a merger between two or more Development Partners during the VASFAA fiscal year. No refund of the Fee to the no longer existing Development Partner will occur.

14. The Executive Board reserves the right to deny a Development Partner the opportunity to pay for exhibitor space at the association conferences. Generally, this would occur when a Development Partner appears, by action and/or words, to not be in concert with the Association’s goals and objectives.

Revised 8/27/14
Appendix 7.14b: Letter to Sponsors

VASFAA 2014-2015 Development Partner Form

Development Partner Information (please print legibly or type)

Organization Name: ________________________________________________________________

Primary Contact Name: __________________________________________________________

Title: _________________________________________________________________________

Mailing Address: __________________________________________________________________

______________________________________________________________________________

Telephone #:_____________ Fax #: ______________ E-Mail:_____________________________

Names and e-mail addresses of associates you want on the Development Partners Committee mailing
list: __________________________________________________________________________________

____________________________________________________________________________________

Development Partners 2014-2015 VASFAA Sponsorship Options

(Please place an X next to the Level you are purchasing)

_____ Platinum Level $1000

• Booth at Annual Conference

• Two Complimentary conference registrations

• Priority location based on receipt of full payment by Sept 30, 2014

• Sponsor and/or Present a training webinar for 2014-2015 (topic to be determined in conjunction with
VASFAA Non-Conference Training Committee)

• Online Conference Support Recognition with logo, URL and contact info

• Sponsorship page including large Logo, URL and contact info

• Monthly notice to membership via appropriate format of sponsorship

• Permitted to be at all VASFAA Training Activities for 2014-2015 at no additional charge (for example,
Non-Conference Training Events and New Aid Officers, etc.)
• May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

_____ Gold Level $750

• Booth at Annual Conference
• One Complimentary Conference Registration per conference
• Online Conference Support Recognition with URL and contact info
• Sponsorship page including small logo, URL and contact info
• At least quarterly notice to membership via appropriate format of sponsorship
• May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

_____ Silver Level $500*

• General Support, no booth
• Online Conference Support Recognition
• May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

(*Development Partners who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)

Please e-mail a copy of the VASFAA 2014-2015 Development Partner Form by September 30, 2014 or earlier to:

Nanette White, VASFAA Development Partner Chair
E-mail at: nanette.white@salliemae.com

Please make a copy of your VASFAA 2014-2015 Development Partners Form and mail it along with your check payable to VASFAA by the PRIORITY DATE OF September 30, 2014 to:

Mary Jean Sullivan
VASFAA Treasurer-Elect
Office of Financial Aid
Hollins University
P.O. Box 9718
Roanoke, VA  24020

Phone: 540-362-6208
Email: corriSSmj@hollins.edu

Payment Information: Check enclosed____ Check will follow____ Invoice required_____
Organization ________________________________________________________________
Name ________________________________________________________________
Signature ________________________________________________________________
Date ________________________________________________________________
Dear Sponsor:

I write to you concerning the upcoming VASFAA conference in __________ on ___________. On behalf of the state association, I look forward to your participation in the conference.

I'd like to draw your attention to two particular issues: conference registration and display space.

1. Registration materials will be mailed to you in the near future. If you are a Platinum, Gold, Silver, or Bronze, you are entitled to four, three, two, and one complimentary registration, respectively. If you qualify, be sure to write "complimentary" on the registration form(s) before mailing.

2. All other wishing to display must remit $750 no later than (date). Payment should be made to VASFAA and sent to: (name and address of current treasurer)

If you plan to display (this includes vendors and sponsors who are entitled to a complimentary display space), please complete the enclosed display questionnaire and fax/mail it to (designated committee member) no later than __________. Please note that display space is limited and will be made available on a first come/first served basis as questionnaires are returned.

If you have questions regarding conference registration or display space, please call me or (designated committee member).

Sincerely yours,

Chair
VASFAA Vendor/Sponsor Committee

RETURN NO LATER THAN (DATE)

This form should be faxed (number) or mailed to: (designated committee member)
DISPLAY QUESTIONNAIRE

A display space will consist of a 6' x 2 1/2' covered table with two chairs. Several trash cans will be located in the exhibit room. The room must be vacated no later than 5:00 p.m. on (date). Hopefully, those arriving on Sunday will be provided access to the room from noon to 5:00 p.m. that day. (More on this later.)

Please check the appropriate response.

YES NO

___ ___ I will need access to an electrical outlet.

___ ___ I plan to ship my display and other materials to the hotel.

___ ___ I plan to ship my display from the hotel after the conference.

___ ___ Do you plan to set up your display between noon and 5:00 p.m. on Sunday (assuming the room is available)?

Name(s) of vendor(s) to be present in the exhibit room:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Other comments/suggestions:
Appendix 8.10.1: Vocational Rehabilitation Agreement

MEMORANDUM OF UNDERSTANDING BETWEEN
VIRGINIA DEPARTMENT OF REHABILITATIVE SERVICES AND
VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

0.0 PARTIES

The parties involved in this Memorandum of Understanding, hereafter referred to as Memorandum, are the Virginia Department of Rehabilitative Services (DRS) and the Virginia Association of Student Financial Aid Administrators, Incorporated (VASFAA, Inc.).

In the Event that this Memorandum is entered into by additional agencies or organizations, all such parties shall be identified, and subsequent sections of the Agreement shall be modified as appropriate within the format provided.

1.0 TERM

The term of this memorandum shall be three (3) years, commencing on July 1, 1998 and ending on July 1, 2001, at which time, if there are no amendments or revisions proposed by either party, this Agreement will automatically renew for an additional period of two (2) years, following signatory approval by both parties. The authorized representatives of each party shall review and evaluate the “Scope of Work” as identified in section 7.0 on at least an annual basis.

Any or all of this Memorandum may be amended or revised at any time with in the current term of the Memorandum by mutual consent of each party. In the event of proposed amendment, revision, or termination of this memorandum by either party, written notice shall be provided to the appropriate agent of each party at least thirty (30) days in advance of the effective date.

2.0 BACKGROUND

The cooperative relationship between the Rehabilitation Services Administration (RSA) and the Office of Student Financial Aid (OSFA) was initiated in 1979, at the encouragement of the United States Department of Education, Office Of Special Education and Rehabilitation Services (USDOE/OSERS), to achieve the goals of coordinating financial assistance, improving service delivery, and preventing over awards and under awards for students with disabilities attending postsecondary institutions RSA and OSFA encourage each State Vocational Rehabilitation Agency and State Association of Student Financial Aid Administrators to jointly develop a professional agreement that recommends procedures for the exchange of information for use in serving mutual clients. In the Commonwealth of Virginia, a Memorandum of Understanding between DRS and VASFAA has existed since at least 1980.

The agreed-upon procedures meet requirements of Section 472 (8) of the Higher Education Act of 1965, as amended, which requires that, in determining a student’s cost of attendance for Title IV financial aid programs, an allowance be included for expenses related to a student’s disability that are not provided by another assisting agencies. This Amendment also mandates use of the federal methodology of need analysis to determine expected family contribution and financial need.

These procedures also meet the requirements of Section 103 (a) (3) of the Rehabilitation Act of 1973, as amended, which established the State VR agency’s authority to make training services available; this authority is with the provision that no training services in institutions of higher education are paid for with funds under Title I of the Rehabilitation Act unless maximum efforts have been made to secure financial assistance, in whole, or in part, from other sources to pay for such training.

3.0 ??????
4.0 PURPOSE

This memorandum represents a commitment between DRS and VASFAA regarding cooperative relationships aimed at improving financial aid services for students with disabilities. The purpose of this memorandum is to specify procedures for the coordination of financial aid support of DRS clients attending postsecondary institutions in the Commonwealth. Coordination of financial assistance will enhance direct service delivery, ensure appropriate use of Federal and State program funds, and maintain compliance with legislative intent.

5.0 EXCHANGE OF INFORMATION

Each party shall provide the other with any relevant information that may affect individuals with disabilities who are, or may be entitled to, or eligible for, services from either party. This information shall include: available programs and services; applicable policies, guidelines, and procedures; eligibility criteria; and fee schedules. This information will be used solely for purposes of identification of and access to needed services for individuals with disabilities.

Each party shall exchange with the other any and all necessary individual student/client information, subject to: the provision of informed written consent of the individual and; /or his/her parent/guardian, as appropriate; and in accordance with all applicable Federal and State laws, regulations, policies, and guidelines (including DRS procedural guidance relating to the Protection, Exchange, and Release of Confidential client Information). Use of the Consent to Release Information form by both parties will be encouraged (Addenda #1).

In addition, each party shall exchange individual student/client information necessary to verify over awards and/or under awards of Federal and State financial aid packages, using the RS-25 form as identified in “Appropriate Coordination Mechanisms” (Section 6.0) of this Memorandum.

6.0 APPROPRIATE COORDINATION MECHANISMS

Both parties agree to utilize the Student Need and Aid Assessment Form (Addenda #2: RS-25 form) to communicate the coordination of financial sponsorship and/or assistance between DRS and the Financial Aid Office. The following steps will be followed in completing this form:

6.1 Part of the RS-25 will be completed by the DRS Representative and forwarded to the Financial Aid office.

6.2 Upon receipt of the RS-25, the FAO will complete Part B of the RS-25 and return to DRS within 15 working days of the financial aid decision.

6.3 DRS will complete Part C of the RS-25 and submit to the Financial Aid Office prior to the authorization of Agency sponsorship to the Business Office; and,

6.4 DRS and the Financial Aid Office will sue the RS-25 to advise the other party of any changes in student financial awards, based on the completion of Parts A-C. This will serve as the mechanism by which DRS and the FAO will monitor over awards or under awards.

Specific responsibilities of both parties to ensure the coordination of financial assistance for those individuals mutually eligible for both programs is found in the “Scope of Work” (Section 7.0) of this Memorandum.

7.0 SCOPE OF WORK

The responsibilities of both parties to ensure the coordination of financial assistance for those individuals mutually eligible for both programs are:

7.1 The Department of Rehabilitative Services agrees to:

7.1.1 Ensure that clients apply for federal and state financial assistance, as a condition of receiving DRS financial assistance for college training;
7.1.2 Continue to utilize and apply the client financial participation test (Addenda #3: RS-13) in accordance with Agency policy, but not to determine the amount of educational support to be authorized. Indicate in Part A of the RS-25 “DRS-determined” client financial dependency status;

7.1.3 Determine if support services or reasonable accommodations are needed in order for the student to succeed in postsecondary training. Identify, under Part A of the RS-25, additional costs, if any, for these support services and accommodations, in order that they can be calculated upfront by the Financial Aid Office into the total school budget;

7.1.4 Initiate the RS-25 as soon as possible in advance of the term in which college is determined both essential and appropriate of the client to achieve the vocational goal identified on the Individualized Written Rehabilitation Plan (IWRP). Forward to the Financial Aid Office, and, as appropriate, the Business Office, of the postsecondary institution;

7.1.5 Determine how much of the net remaining need identified on the RS-25 DRS can sponsor, based on established DRS policy and procedures. If additional school-related accommodations are needed, the DRS counselor will notify the Financial Aid Office, and, as appropriate, the Business Office, using the RS-25, such that the total school budget can be adjusted accordingly; and,

7.1.6 Distribute the completed RS-25 to the financial aid office, business office (as appropriate) and DRS college liaison; documentation on the RS-25 will remain part of the student’s record in order to prevent over awards.

7.2 The Financial Aid Office agrees to: 7.2.1 Identify single individual contacts at each educational institution regarding disbursement and award notification issues;

7.2.2 Utilize the RS-25 to communicate with DRS on all mutual clients;

7.2.3 Consider DRS determination of student financial independence (as indicated on Part A of the RS-25) in determining the student’s dependency status for Federal student aid eligibility;

7.2.4 Determine the student’s total school budget, inclusive of costs related to a student’s disability, once the RS-25 has been received. Financial need will reflect the difference between total school budget and the expected family contribution.

7.2.5 Adjust the total school budget at any time during the year if there is a change in client circumstance resulting in an increase in school-related disability costs. This will ensure that the school budget and DRS contributions are adjusted accordingly to prevent under awards and over awards.

7.2.6 Determine final awards for any grant, scholarship, loan, or work offered which will meet the student’s financial need, as determined by the Federal Methodology;

7.2.7 Notify DRS of final awards, utilizing the RS-25; and

7.2.8 Provide a revised RS-25 to DRS any time there is a change in net remaining need from the initial RS-25.

7.3 Both DRS and the Financial Aid Office agree to: 7.3.1 Notify each other, within ten (10) working days, of any changes that occur during the year which would affect individual student budget or the financial aid package, using the RS-25 form;

7.3.2 Be responsible to student needs and involve client in financial aid negotiations which affect the client;

7.3.3 Keep each other informed of any changes in programs, policies, and/or procedures which might impact efficient and effective coordination of financial aid support for DRS clients attending postsecondary educational institutions;

7.3.4 Conduct annual collaborative training programs targeted to Financial Aid Office and DRS staff to ensure consistent statewide implementation strategies in accordance with responsibilities described herein;
7.3.5 Coordinate, as needed, with Special Services Coordinators at postsecondary institutions, to ensure that appropriate services are provided to students with disabilities in an efficient and effective manner; and

8.0 SIGNATURES

The undersigned hereby agree to the content of this document and thereby authorize its execution.

_________________________________________  ______________________________________
John R. Vaughn                              Estherine J. Harding, President
Commissioner                                Virginia Association of Student
Department of Rehabilitative Services        Financial Aid Administrators
Appendix 8.10.2: SCHEV Advisory Committee for 2008-09 and 2007-08 (Update?)

2008-09 members
VASFAA

Brenda Burke, Virginia Commonwealth University, VASFAA President
Barry Simmons, Virginia Tech, VASFAA Government Relations Committee Chair

Four-Year Public Sector

Barbara Porter, Radford University, term expires June 30, 2009
Pat Kelly, College of William and Mary term expires June 30, 2009
Vera Riddick, Old Dominion University, term expires June 30, 2010
<Vacant>, term expires June 30, 2010

Two-Year Public Sector

Jennifer Allman, VCCS Director of Student Services, standing member
Norma Firke, Tidewater Community College, term expires June 30, 2009
Laurie Schiavone, John Tyler Community College, term expires June 30, 2010
Kiesha Pope, J Sargeant Reynolds CC, term expires June 30, 2010

Private Sector

Margaret Murphy, Emory and Henry College, term expires June 30, 2009
<Vacant>, term expires June 30, 2009
Mark Richard, Patrick Henry College, term expires June 30, 2010
Jennifer Berg, Randolph College, term expires June 30, 2010

Private Career Sector

Jennifer Hedrick, Aviation Institute of Maintenance, term expires June 30, 2009
<Vacant>, term expires June 30, 2009
Helen Garland, Tidewater Tech, term expires June 30, 2010
Mildred Jackson, Tidewater Tech, term expires June 30, 2010

2007-08 members
VASFAA

Pat Kelly, College of William and Mary, VASFAA President
Yvonne Hubbard, University of Virginia, VASFAA Government Relations Committee Chair

Four-Year Public Sector

Barbara Porter, Radford University, term expires June 30, 2009
Debra Turner, James Madison University, term expires June 30, 2009
Melissa Barnes, Norfolk State University, term expires June 30, 2008
Veronica Finch, Old Dominion University, term expires June 30, 2008

Two-Year Public Sector

Jennifer Allman, VCCS Director of Student Services, standing member
Norma Firke, Tidewater Community College, term expires June 30, 2009
Laurie Schiavone, John Tyler Community College, term expires June 30, 2008
Renee Peterson, Thomas Nelson Community College, term expires June 30, 2008
Private Sector
Margaret Murphy, Southern Virginia University, term expires June 30, 2009
<Vacant>, term expires June 30, 2009
Heather Hollandsworth, Ferrum College, term expires June 30, 2008
Bobbi Carpenter, Sweet Briar College, term expires June 30, 2008

Private Career Sector
Jennifer Hedrick, Aviation Institute of Maintenance, term expires June 30, 2009
<Vacant>, term expires June 30, 2009
Jeff Arthur, ECPI, term expires June 30, 2008
Sherry Messler, Beta Tech-Richmond, term expires June 30, 2008
Appendix 9: Awards and Recognition Banners

VASFAA has received the following awards and recognition banners from NASFAA:

1986 – VASFAA received the NASFAA State Award for Service to Constituents for its loan indebtedness project and manual, *Restoring Balance in Student Aid Programs in Virginia*. The VASFAA Student Aid Research Committee developed this project. The committee chair was Rita Bodie. Committee members included Dave Carr, Gene Cattie, Sid Hollowell, Ed McCormick, Moo Murray and Mary Neal. Marvin Ragland was VASFAA President.

1988 – VASFAA received the NASFAA State Award for Service to Student and Parents for its project designed to provide information about early financial planning for families of middle school students. The project included the publication of a booklet *Movin’ On Down the Road – Preparing for College in Virginia*. The project was the work of the VASFAA Financial Planning Committee that was chaired by Rita Bodie. Other members of the committee were Jennifer Douglas, Kathy Leavitt, Carol Mowbray, Nancy Pearson, Kathy Porterfield, Jerry Rogers, Steve Stocks and Gina Williams. Karen Koonce was VASFAA President.

1995 – VASFAA received the NASFAA State Award for Service to the Financial Aid Profession. The project, *Best Practices*, was conceptualized by the 1993-94 VASFAA President, Helga Greenfield who envisioned a formal sharing of ideas and practices among VASFAA’s members and their represented institutions, agencies and organizations. The Research Committee that was chaired by Michael Barree in 1993-94 and Barry Simmons in 1994-95 developed the project. Helga Greenfield was VASFAA President in 1993-94 and Sid Dugas was President in 1994-95.

2007 – VASFAA received the NASFAA State Award for Service to Other Constituents. The project, *VASFAA Association Business Cards*, was conceptualized by the 2005-06 VASFAA Board under the leadership of President Brad Barnett. The concept of the business cards was that they would allow VASFAA board members to provide contact information when making visits to legislators and other constituents that identified them as representatives of VASFAA and not of their individual institutions or organizations. The development of the business cards was spearheaded by then Past-President Tom Morehouse. After using the business cards successfully during the 2005-06 and 2006-07 VASFAA years, 2006-07 President Erik Melis worked with Treasurer-Elect Zita Barree to prepare the award nomination submission. 2007-08 President Pat Kelly and other VASFAA representatives attending the 2007 NASFAA Conference in Washington, DC accepted the award banner on behalf of VASFAA.

VASFAA also received the following award and recognition banner from SASFAA:

1986 – The Southern Association awarded the Outstanding Membership Banner to Virginia for its outstanding growth of membership in SASFAA. This was a new award and Virginia was its first recipient. SASFAA President-Elect, Dan Miller, at VASFAA Spring Meeting in Wintergreen, Virginia, made the presentation of the banner. The banner is kept for one year and then passed on to the next recipient. Marvin Ragland was VASFAA President.
Appendix 11a: VASFAA Award Recommendation Letter

VASFAA AWARD RECOMMENDATION

The VASFAA Awards Committee solicits your recommendations for the following awards using the Award Recommendation Form for submission (Appendix 11b):

LIFE MEMBER

Life members are those individuals deemed by the Board of Directors to have rendered truly outstanding service to the Association or the financial aid profession. Service demonstrated through state, regional, or national association office or committee leadership, authorship of professional publications, professional training, efforts to secure financial support for the work of the Association's goals or furthering the opportunity of Virginia's postsecondary education might be used as a basis for identifying life member nominees.

EXCELLENCE AWARD

The recipient of this award must be a practicing aid administrator who is a member in good standing of VASFAA and who has made an outstanding contribution to further the goals of VASFAA. Current board members are excluded from consideration.

SERVICE AWARD

The recipient of this award must have made significant contributions which further the goals of VASFAA and who is not an active aid administrator; e.g., college presidents, legislators, agency heads or private citizens.

Nominations will be accepted only from members in good standing in VASFAA and must be accompanied by three letters of recommendation. Recommendations must be submitted to the current Past-President by a date established by the Board.
Appendix 11b: Award Recommendation Form

AWARD RECOMMENDATION FORM

Check one: ___ Excellence ___ Service ___ Life Membership ___ Retirement Recognition

I recommend that the following individual be considered to receive the above-designated recognition:

Name of Candidate: ______________________________________________________________
Institution/Agency: ______________________________________________________________
Address: ________________________________________________________________
City, State, Zip: ______________________________________________________________

This individual merits this award based upon the contribution(s) described below:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

(Attach additional sheet if necessary.)

I certify that I am a member in good standing of VASFAA.

Name: _______________________________________________________________________________
Institution or Agency: __________________________________________________________________
Mailing address: _______________________________________________________________________
Phone number: _________________________________________________________________________
Signature: ____________________________________________________________________________
Appendix 11c: Sample Award Plaques

(Sample Life Membership Plaque)

THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

PRESENTS THIS LIFE MEMBERSHIP WITH ALL OF ITS PRIVILEGES TO

(Name of Recipient)

IN RECOGNITION OF ________ YEARS OF SERVICE TO THE FINANCIAL AID PROFESSION AND THIS ASSOCIATION, CHARACTERIZED BY OUTSTANDING LEADERSHIP IN THE DEVELOPMENT AND IMPLEMENTATION OF NUMEROUS PROJECTS, CREATIVE THOUGHT, A KEEN AWARENESS OF THE ISSUES, AND UNTIRING SUPPORT OF (HER/HIS) COLLEAGUES, THE BOARD OF DIRECTORS PROUDLY BESTOWS THIS HIGHEST HONOR THIS (THIRTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-ONE).

(Sample Excellence Award Plaque)

VASFAA EXCELLENCE AWARD

AWARD YEAR

PRESENTED TO

(Name of Recipient)

FOR (HIS/HER)

DISTINCTIVE CONTRIBUTION

TO THE

VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
(Sample Service Award Plaque)

VASFAA SERVICE AWARD

Award Year

PRESENTED TO

(Name of Recipient)

FOR (HIS/HER)

OUTSTANDING CONTRIBUTION
TO (TYPE OF CONTRIBUTION)

AND SERVICE TO

THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

(Sample New Professional Plaque)

VASFAA NEW PROFESSIONAL OF THE YEAR AWARD

PRESENTED TO

(Name of Recipient)

For exceptional and enthusiastic service to the Virginia Association of Student Financial Aid Administrators
THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

PRESENTS THIS RETIREMENT RECOGNITION

AWARD TO

(Name of Recipient)

IN RECOGNITION OF ________ YEARS OF SERVICE TO THE FINANCIAL AID PROFESSION AND THIS ASSOCIATION; THE BOARD OF DIRECTORS EXPRESS OURdeepest gratitude for your dedication to the vocation. As such, we proudly bestow this honor to you on this DAY OF __________ , ______________, ______________ AND __________.

Day
Month
Year
Appendix 11.1: VASFAA Life Members Listing

1972 Priscilla Light   Randolph-Macon Woman's College
1976 Don Sutton   Roanoke College
1977 Jim Humphreys   Clinch Valley College
1980 Allen Fredd   University of Richmond
1983 Wayne Garvin   Old Dominion University
1984 E. A. ("Duke") Eldridge   University of Virginia

Sue D. Ross   Hollins College
1985 H. S. ("Buddy") Johnston   Radford University
1986 John D. McRae   Wachovia Services, Inc.
1990 Eugene G. Cattie   Virginia Education Loan Authority
1991 Rita M. Bodie   George Mason University

Marie A. Bennett   Northern Virginia Community College
1992 Paige Johnson   John Tyler Community College
1994 Helga Greenfield   Old Dominion University
1998 Sidney P. Dugas   Christopher Newport University
2002 Vern Fairchilds, Jr   Bridgewater College
2002 Estherine Harding   Norfolk State University
2003 Faye Becker   First Union Bank
2006 Michael Barree   Longwood College
2006 JoAnn Carreras   SunTrust Bank
2006 Gail Catron   Wytheville Community College
2008 Marvin Ragland   Chase Bank
2008 Guy Gibbs   Northern Virginia Community College
2009 Carol Mowbray   Northern Virginia Community College
2009 Karen Koonce   Wachovia
2010 Barry W. Simmons, Jr.   Virginia Tech
2011 Lisa Tumer   James Madison University
<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Jeannie Holmes</td>
<td>Suntrust</td>
</tr>
<tr>
<td>2013</td>
<td>Rod Moore</td>
<td>Southwest VA Community College</td>
</tr>
<tr>
<td>2014</td>
<td>Pat Kelly</td>
<td>The College of William and Mary</td>
</tr>
<tr>
<td>2015</td>
<td>Bobby Clemmer</td>
<td>Blue Ridge Community College</td>
</tr>
</tbody>
</table>
Appendix 11.2: Excellence Award Recipients Listing

Rita M. Bodie - 1986-1987 George Mason University
Marie A. Bennett - 1987-1988 Northern Virginia Community College
Bob Morrison - 1987-1988 Tidewater Community College
Marvin R. Ragland, Jr. - 1988-1989 Longwood College
Charles ("Bud") Kinder - 1990-1991 Virginia Commonwealth University
Mary Neal - 1992-1993 Randolph-Macon College
Carol A. Mowbray - 1993-1994 Northern Virginia Community College
H.S. "Buddy" Johnston - 1994-1995 Radford University
Wayne M. Sparks - 1995-1996 University of Virginia
Gary Brewer - 1996-1997 Virginia Tech
Karen Koonce - 1999-2000 Tidewater Community College
Michael Barree - 2001-2002 Virginia Commonwealth University
Lisa Tumer - 2002-2003 James Madison University
Melissa Collum-Wyatt - 2003-2004 Virginia Commonwealth University
Guy F. Gibbs- 2007-2008 Northern Virginia Community College
Brad Barnett 2010-2011 James Madison University
Bobby Clemmer 2011-2012 Blue Ridge Community College
Zita Barree 2012-2013 Hampden-Sydney College
Donna Taylor 2012-2013 Virginia Tech
Appendix 11.3: Service Award Recipients Listing

Eugene G. Cattie - 1984-1985 Virginia Education Loan Authority
Muriel "Moo" J. Murray - 1988-1989 State Education Assistance Authority
James "Jim" Swanson - 1989-1990 The College Board/CSS
Dan A. Woods - 1990-1991 State Education Assistance Authority/Virginia Education Loan Authority
Randy Craig - 1996-1997 Educational Credit Management Corporation
Gordon Davies - 1996-1997 SCHEV
Steve Merritt - 1997-1998 SCHEV
Mike Hawkes - 1999-2000 Educational Credit Management Corporation
Peter Blake - 2004-2005 Deputy Secretary of Education for the Commonwealth of Virginia
Lee Andes - 2004-2005 SCHEV
Joann Carerras- 2005-2006 Suntrust
Elizabeth “Biz” Daniels- 2008-2009 Great Lakes Higher Education Corporation
Elizabeth “Liza” Bruce- 2009-2010 ECMC
Linda Woodley – 2011-2012 SCHEV
Mike O’Grady – 2014-2015 Financial Aid Services
Appendix 11.4: New Professional of the Year Award Recipients Listing

Zebulun Davenport 1995-1996 Lord Fairfax Community College
Melissa Ellyson 1996-1997 Educational Credit Management Corporation
Thomas F. Morehouse, III 1997-1998 Thomas Nelson Community College
Denise Oliver 1998-1999 Virginia Intermont College
Elizabeth Vikmanis 1999-2000 Educational Credit Management Corporation
Pat Kelly 2000-2001 The College of William & Mary
Brad Barnett 2001-2002 James Madison University
Dennis Moy 2002-2003 Chase Bank
Daniel Hewitt 2004-2005 Edward Via College of Osteopathy
Paula Rafferty 2005-2006 Randolph-Macon College
Ashley Reich 2011-2012 Liberty University
Daniel McClanahan 2012-2013 Liberty University
Appendix 11.4b: Retirement Recognition Recipients Listing

Eugenia (Deannie) Hickman 2007 Virginia Wesleyan University
Phenie Golatt 2007 Virginia Union University
Perry Carroll 2007 Mountain Empire Community College
Larry Ewing 2007 Virginia Western Community College
Beth Parker 2008 ECMC
Christine Davis 2008 Averett University
J Vern Fairchilds 2008 Bridgewater College
Guy Gibbs 2008 Northern Virginia Community College
Pamela Rambo 2009 Thomas Nelson Community College
Joe Sheffey 2011 New River Community College
Veronica Finch 2012 Old Dominion University
Rod Moore 2013 Southwest Virginia Community College
Karen Schinabeck 2013 Longwood University
Susan Basil 2015 Richard Bland College
Appendix 11.5a: Committee Evaluation Form

COMMITTEE EVALUATION FOR __________
(Year)

Please review the Goals and Objectives developed by your committee for the 1991-92 year. Consider these objectives in light of your activities as well as reactions from your committee and other VASFAA members. Respond to the questions below and return this survey to your commissioner. Your comments offer insights for planning the future endeavors of the Association.

Name of Committee: ________________________________________________________

Reported to: __________________________________________________________________

1. How frequently did your committee meet? Was this level of activity sufficient to complete your goals for the year? Would you recommend increased activity? If yes, please explain.

2. What was your approved budget for the year? Was this adequate? If not, please explain.

3. Did you use the fall and spring conferences to meet with your commissioner and committee members? Is this a convenient time for committee meetings? Was the level and type of interaction and the availability of your commissioner satisfactory? Please explain.

4. Did membership on your committee reflect the diversity (institutional type, ethnicity, gender, experience) within the Association? Is this of particular importance to the work of your committee? Please comment on the level of interest and participation of your committee members.

5. Would you recommend any changes to the structure of this committee? If changes are recommended, specifically cite which changes would enable this committee to more successfully accomplish its task, role, etc.

6. What recommendations would you make regarding the future role, activities, tasks, etc., of this committee?

7. Did you accomplish the objectives you defined at the Planning Retreat? What did you feel was particularly successful? What fell short of your expectations? Please explain.

8. Did you feel that the Association recognized your accomplishments? Did you submit articles for the newsletter to keep the membership abreast of your activities? What more could be done to recognize the importance and value of this committee's work within the Association?

9. What additional assistance could you have used from the Board?

10. Please comment on any other observations you feel would improve this committee's work.

Please return this evaluation to your Commissioner by (date).

Name of individual completing this form: _________________________________________
Date: ______________________
Appendix 11.5b: Committees of the Year Listing

<table>
<thead>
<tr>
<th>Committee Name/Award Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness  1992-1993</td>
</tr>
<tr>
<td>Public Relations  1993-1994</td>
</tr>
<tr>
<td>Awareness  1994-1995</td>
</tr>
<tr>
<td>Newsletter  1995-1996</td>
</tr>
<tr>
<td>Public Relations  1996-1997</td>
</tr>
<tr>
<td>Anniversary  1997-1998</td>
</tr>
<tr>
<td>Budget and Finance  1998-1999</td>
</tr>
<tr>
<td>Strategic Planning  1998-1999</td>
</tr>
<tr>
<td>Electronic Services  1999-2000</td>
</tr>
<tr>
<td>Federal and State Relations  2000-2001</td>
</tr>
<tr>
<td>Conference  2001-2002</td>
</tr>
<tr>
<td>Newsletter  2001-2002</td>
</tr>
<tr>
<td>Public Relations  2002-2003</td>
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<td>Federal and State Relations  2002-2003</td>
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<td>Newsletter  2003-2004</td>
</tr>
<tr>
<td>Training  2004-2005</td>
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<tr>
<td>Awareness  2004-2005</td>
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<tr>
<td>State Relations  2004-2005</td>
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<tr>
<td>Public Relations  2005-2006</td>
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<tr>
<td>Conference Committee  2006-2007</td>
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<tr>
<td>Conference Committee  2007-2008</td>
</tr>
<tr>
<td>Support Staff  2008-2009</td>
</tr>
<tr>
<td>Non-Conference Training  2009-2010</td>
</tr>
<tr>
<td>F.O.C.U.S.  2009-2010</td>
</tr>
<tr>
<td>Electronic Services  2010-2011</td>
</tr>
<tr>
<td>Non Conference Training  2011-2012</td>
</tr>
</tbody>
</table>
Conference Committee 2011-2012

2012-13

2013-14
Appendix 11.8a: Best Booth Ballot

VASFAA

Best Booth Award Guidelines/Ballot

Only voting members attending the conference are allowed to cast a vote for the Best Booth Award. When voting, Members should consider:

☐ Has the vendor represented the President’s and/or Conference Theme through their booth decorations or collateral? If not, they should not be considered for this award.

☐ What special items/decorations has the vendor used to represent the theme of the conference?

Note: Do not judge the vendor on the type, size or value of their giveaway(s).

Each member may cast one vote for the vendor who best represents the current theme. The winner will be announced later in the conference.

---------------------------------------------------------------------------------------------------------------------

My vote for the Best Booth Award:

Vendor Name: _____________________________________________________________________________
The following vendors have been recognized by the Association as receiving a Best Booth Award. This list represents recipients since May 2004.

<table>
<thead>
<tr>
<th>Award Recipient</th>
<th>Award Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SunTrust Bank</td>
<td>May 2004</td>
</tr>
<tr>
<td>Nelnet</td>
<td>May 2005</td>
</tr>
</tbody>
</table>