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# GENERAL GUIDELINES FOR EAST MUSKINGUM STUDENT ENDOWMENT FUND

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## MEETINGS

1. The East Muskingum Student Endowment Board of Trustees will hold three meetings during the academic year. The meetings will be held during the months of October, February, and April with the dates determined by the Board.
2. Emergency business of the Board when there is not a scheduled meeting can be conducted by the executive committee. (President, Vice-President, Secretary, and Treasurer)
3. In the event that a member cannot attend a meeting, he/she may notify the East Muskingum District Office and give another board member his/her proxy vote.
4. The Board can conduct business with a quorum of the membership in attendance. A quorum is defined as one member beyond half of the membership, must be present in order to conduct business.

## MONEY TO BE EXPENDED

5. The East Muskingum Academic Endowment Board of Trustees shall approve the anticipated amount of the total interest income that shall be allocated for each approved activity.
6. The interest generated the prior 12 months from the East Muskingum Student Endowment Trust Fund on September 1<sup>st</sup> of the calendar year may be disbursed by the East Muskingum Student Endowment Board of Trustees during the current academic year September-August.
7. Any interest not earmarked or grants not expended in full by the end of the academic year may not be carried over to the following year without the approval of the Board.

## APPLICATION FORMS

8. All application forms should be submitted two weeks prior to scheduled meeting dates.

## FUNDING

9. Applications should reflect the purpose of the East Muskingum Student Endowment Fund by providing financial support for specific activities and students beyond the basic curriculum and/or beyond the financial resources of the East Muskingum Board of Education.
10. Costs for transportation will not be considered.
11. Funding categories to be considered
  - a. First priority: projects benefiting more than 100 students
  - b. Second priority funding: projects benefiting more than 50 students
  - c. Third priority funding: projects benefiting small groups
  - d. Fourth priority funding: projects benefiting individual students (mini grants not to exceed \$50)

Adopted: April 21, 2008

Revised: October 24, 2013