



United South and Eastern Tribes, Inc.

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USET Resolution No. 2012:017

APPROVAL OF THE USET SCHOLARSHIP FUND POLICIES AND PROCEDURES

- WHEREAS,** United South and Eastern Tribes, Incorporated (USET) is an intertribal organization comprised of twenty-six (26) federally recognized Tribes; and
- WHEREAS,** the actions taken by the USET Board of Directors officially represent the intentions of each member Tribe, as the Board of Directors comprises delegates from the member Tribes' leadership; and
- WHEREAS,** the USET Education Committee has reviewed, revised and approved the USET Scholarship Fund Policies and Procedures (attached) to make it more competitive and accessible; therefore, be it
- RESOLVED** the USET Board of Directors approves the USET Scholarship Fund Policies and Procedures as attached and will continue to fund the USET Scholarships utilizing available funds.

CERTIFICATION

This resolution was duly passed at the USET Annual Meeting, at which a quorum was present, in Choctaw, MS, on Thursday, November 10, 2011.

Brian Patterson, President
United South and Eastern Tribes, Inc.

Brenda Lintinger, Secretary
United South and Eastern Tribes, Inc.

United South and Eastern Tribes, Inc.
Scholarship Fund
Policies and Procedures



United South and Eastern Tribes Scholarship Fund Policies and Procedures

Article I. Statement of Purpose

The primary purpose of the United South and Eastern Tribes Scholarship Fund is to establish a resource for providing financial aid scholarships to assist eligible enrolled members of Tribes established as members of United South and Eastern Tribes in securing educational opportunities.

Article II. Funding

Section 2.01 Fundraisers throughout the year will be held by United South and Eastern Tribes, Inc. and proceeds shall be added to the United South and Eastern Tribes (USET) Scholarship Fund account.

Section 2.02 Tribes, Individuals, and/or Corporations may contribute directly to the USET Scholarship Fund account.

Section 2.03 The USET Controller shall have the responsibility of investing funds into a diversified investment portfolio with 50% into a low-risk money market account and shall issue a report annually to the USET Education Committee as to the performance and balance of the scholarship investments.

Article III. Eligibility

Article I. Applicants must be enrolled members of Tribes established as members of the United South and Eastern Tribes, Inc.

Article IV. Scholarships

Section 4.01 The USET Education Committee shall select scholarship recipients once a year during the USET Semi-Annual Meeting.

Section 4.02 Awards will be competitive in nature. Should there be more scholarship requests than available funds, the USET Education Committee will make awards based upon application score ranking.

Section 4.03 Annual awards are subject to availability of funds.

Section 4.04 The USET Education Committee shall base the annual dollar amount of scholarships to be awarded for that year on the following criteria;

- (a) Availability of funds is calculated as 80% of any contributions and donations received during the year. Any gain on Investment will remain in the scholarship account and will not be used to fund scholarships in any given year.

Section 4.05 The USET Education Committee will award all selected undergraduate applicants an equal amount in any award period, in increments of no less than \$750. In addition, the USET Education Committee will award all selected graduate applicants an equal amount in any award period, in increments of no less than \$1,000. In the event the total available amount is calculated and is determined to be less than needed to fill the scholarships at the prescribed undergraduate/graduate levels, they will be awarded in increments of no less than \$500; subject to the availability of funds.

Section 4.06 In the event no applicants are received during an award period, available funds will remain in the Scholarship Fund Investment Account.

Section 4.07 The United South and Eastern Tribes Scholarship Fund will offer funds to eligible applicants for the following purposes:

- (b) *Post Secondary Degree (Associates, Baccalaureate)*
- (c) Graduate or Doctorate.

Article V. Forms and Documentation

Section 5.01 Application Form

- (a) An application form can be obtained through the USET Office or www.usetinc.org.
- (b) Mandatory information for a completed Scholarship Packet to be received by the USET Office consists of:
 - (i) *A Completed application form;*
 - (ii) *Verification of Tribal Enrollment (copy of ID Card or Letter);*

- (iii) *Sealed transcript;*
- (iv) *Letter of Acceptance*
 - a) 1st year freshman, 1st yr Grad student
 - b) If continuing student, letter of acceptance is not required
- (v) *Three current letters of recommendation;*
- (vi) *A typed double-spaced essay on “How the funds will benefit your academic goals.” Please include any obstacles overcome and future goals of how you will use your education (Undergraduate minimum 250 words, Graduate minimum 500 words).*
- (c) A new application must be completed for each annual request.
- (d) Applications should be mailed to United South and Eastern Tribes, Inc., 711 Stewarts Ferry Pike, Suite 100, Nashville, TN 37214, postmarked no later than April 30 for that award period.

Article VI. Scholarship Packet Process/Deadline

It is the student’s responsibility to submit a completed scholarship packet by April 30.

Section 6.01 The USET Office in Nashville, Tennessee will receive all student scholarship packets mailed through the United States postal service.

- (a) Once the deadline of April 30 has passed and an additional 10 days has been given for postal service documents postmarked April 30, the USET staff assigned this task will assemble all information and package for hand-delivery to the USET Education Committee Chairperson at the USET Semi-Annual Meeting.

Article VII. Selection

Section 7.01 Scholarship packets will be delivered to the USET Education Committee by the USET Office on the first day of the USET Semi-Annual Meeting.

Section 7.02 The USET Education Committee will review packets and select candidates based on their personal essays, letters of recommendation from officials and academic achievement.

Section 7.03 The USET Education Committee will present a list of awarded scholarship recipients to the USET Board of Directors.

Section 7.04 Any grievance regarding scholarship awards will be reviewed by the USET Board of Directors. All student scholarship grievances received by the USET Board will be referred to the USET Education Committee for clarification.

Article VIII. Payment

Section 8.01 This will be a one-time annual scholarship paid directly to the college or university.

Section 8.02 All scholarship recipients are required to provide verification of enrollment before any funds will be distributed to the college or university. Once verification is received by the USET Office that the student is enrolled and attending the institution, the funds will be disbursed to the institution in the student's name.

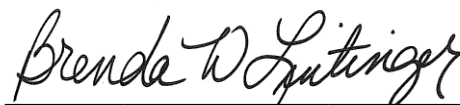
Section 8.03 Funds must be used for tuition, fees and/or books.

CERTIFICATION

Said Policies and Procedures were duly approved at the Annual Board of Directors Meeting, at which a quorum was present, in Choctaw, MS, on Thursday, November 10, 2011.



Brian Patterson, President
United South and Eastern Tribes, Inc.



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