

**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 Tribal Nations established as members of United South and Eastern Tribes in securing educational opportunities.

### **Article II. Funding**

**Section 2.01** Fundraisers for the United South and Eastern Tribes (USET) Scholarship Fund are the responsibility of the USET Education Committee. From time to time USET may also hold fundraisers and proceeds shall be added to the USET Scholarship Fund account.

- During the Annual Board of Directors Meeting the host member Tribal Nation has historically held a golf fundraising effort for the scholarship fund. When this occurs proceeds will be added to the USET Scholarship Fund.
- During the Annual USET/USET SPF Impact Week Meeting, the USET Education Committee, working in partnership with USET, is responsible for and scholarship fundraising efforts.
- On occasion, as opportunities present, USET may also hold fundraisers for the USET Scholarship Fund and proceeds will go to the USET Scholarship Fund.

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

**Section 2.03** The USET Controller will invest funds into a portfolio with the assistance of an investment advisor. The goal is to continue to preserve the principal to allow the account to grow. The investment vehicle of choice for the scholarship fund will be mutual funds. USET will use mutual funds that reflect goals of endowments of similar size and scope. The funds chosen will be well diversified to include equity investments, fixed income strategies as well as alternative strategies to reduce volatility. The USET Controller, along with an investment advisor, will choose the appropriate mutual fund or funds for the USET Scholarship Fund Account and shall issue a report annually to the USET Education Committee using the investment cover page as the said report on the performance and balance of the scholarship investment.

**Article III. Eligibility**

**Section 3.01** Applicants must be enrolled members of Tribal Nations 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/ USET SPF Impact Week 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. Annual dollar contributions timeframe will be defined as the time period from January 1 to December 31.

(b) In the event that fundraising contributions for the 12-month period set forth in Section 4.04 (a) do not exceed \$2,000.00 the Education Committee has the discretion to award a total of up to \$5,000 from the Investment Fund for the award year, using the criteria set forth in Section 4.05.

**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:

- (a) Post Secondary Degree (Associates, Baccalaureate)
- (b) 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](http://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) Transcript;

(iv) Letter of Acceptance

\* 1st year freshman, 1st year Grad student

\*\* If continuing student, letter of acceptance is not required;

(v) Three (3) current Letters of Recommendation

\* Must be Current - from June- January of the year before the Fall Semester (ie: June '19 - January '20 for 2020 Fall Semester)

\*\* Letters must be DATED and will not be considered if undated

\*\*\* Old letter will NOT be considered current and application will be deemed incomplete

\*\*\*\* Letters written to other organizations for scholarship consideration CANNOT be used;

(vi) An 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 January 15 for that award period.

**Article VI. Scholarship Packet Process/Deadline**

It is the student's responsibility to submit a completed scholarship packet by January 15.

**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 January 15 has passed and an additional 10 days has been given for postal service documents postmarked January 15, the USET staff assigned this task will assemble all information and package for hand-delivery to the USET Education Committee Chairperson at the USET Impact Week.

**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 Impact Week.

**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.

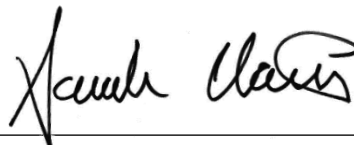
**Section 8.03** Funds must be used for tuition, fees and/or books.

**CERTIFICATION**

Said Policies and Procedures with amendments were duly approved at the USET/USET SPF Impact Week Meeting, at which a quorum was present, in Arlington, VA on Tuesday, February 7, 2023



Kirk Francis, President  
United South and Eastern Tribes, Inc.



Sarah Harris, Secretary  
United South and Eastern Tribes, Inc.