



NAF Legacy Youth Scholarship Committee

Operational Policies Manual

The mission of the Legacy Youth Scholarship Committee is to provide scholarships to well deserving students and networking opportunities to our supporters and their families.

Table of Contents

MISSION and VISION

COMMITTEE - DEFINED

TRUSTEE TERMS

QUALIFICATIONS and REQUIREMENTS

POSITION RESPONSIBILITIES

CHAIR

VICE CHAIR/FUN AUCTION CHAIR

SCHOLARSHIP CHAIR

TRUSTEE

ADMINISTRATIVE MANAGER

PROCEDURES & GUIDELINES

FUN AUCTION & LUNCHEON

SCHOLARSHIP GUIDELINES

MISSION and VISION

The mission of the Legacy Youth Scholarship Committee is to provide scholarships to well deserving students and networking opportunities to our supporters and their families.

COMMITTEE DEFINED

The Legacy Youth Scholarship Committee is a subcommittee under the National Auctioneers Foundation.

The Legacy Youth Scholarship Committee will follow the rules and regulations of the NAA.

A suggested donation of \$25 to the Legacy Youth Scholarship will replace the “auxiliary dues” on the NAA membership form.

All Legacy Youth Scholarship Committee Funds will be overseen by the NAF and invested according to the Investment Policy approved by the then “NAA Auxiliary” on July 18, 2018 and will be designated for youth scholarships for post-secondary education. (refer to investment policy for additional clarification)

NAA members in good standing for at least (2) consecutive years, including current year, and any *legacy auxiliary member* * may serve on the Legacy Youth Scholarship Committee.

- a. A past auxiliary member who was in good standing for (3) of the past (5) years, including 2019 as of December 31st, 2019. This list will be the Legacy auxiliary eligibility list to determine a bonus given on the scholarship judges sheet and the list used when discussing *legacy auxiliary member* in this document.

The committee shall be comprised of six (6) voting members with staggered three (3) year terms and the non-voting Administrative Manager and NAA CEO. The Chair will be the tie-breaking vote.

The Chair for the Legacy Youth Scholarship Committee will serve a one-year term concurrently on the NAF Board as their term as Committee Chair.

The meetings of the Legacy Youth Scholarship Committee shall be held annually at the time and location of the annual NAA Conference and Show.

A special meeting of the Legacy Youth Scholarship Committee Trustees may be called by the chair upon a request of one third (1/3) of the committee.

A majority or four (4) of the Legacy Youth Scholarship Committee Trustees shall consist of a quorum for the meeting.

If a Legacy Youth Scholarship Committee Trustee cannot or does not fulfill their duties or has three (3) consecutive unapproved absences, they will be asked to step down from their position by the chair / vice chair. Their position will be replaced with an eligible NAA or legacy auxiliary member appointed by the chair / vice chair.

If membership within the committee rearranges to hold various positions, trustees may be appointed by the chair / vice chair as deemed necessary to have six (6) voting members on the committee. The chair will be the tie-breaking vote.

POSITION TERMS

POSITION	TERM
Chair	1 Year
Vice Chair	1 Year
Scholarship Chair	1 Year
Vice Scholarship Chair	1 Year
Trustee	3 Year

QUALIFICATIONS & REQUIREMENTS

CHAIR: Must have performed the Vice Chair position for at least one year and have met all the Trustee requirements.

VICE CHAIR: Must have previously completed one term as a Trustee. The Vice Chair will automatically move to hold the position of the Chair.

SCHOLARSHIP

CHAIR: Must be a Trustee or past Trustee and have served one (1) year as Scholarship Vice Chair.

TRUSTEE: Must be an NAA member for at least two (2) years and have attended two (2) NAA Conference and Show Events or a legacy auxiliary member.

POSITION RESPONSIBILITIES

Chair

The Committee Chair will serve a one-year term and will represent the committee on the NAF board. Attendance at all NAF board meetings will be mandatory. The following is a list of responsibilities defined for the Committee Chair.

Communications:

- Beginning in September, the chair will send information through eblast/social media covering the scholarship committee activities and news updates.
 - a. Send eblast/social media update when scholarship applications are available (Usually by November 1st)
 - b. Send reminder eblast/social media update of scholarship application due date. (Jan. and Feb.)
 - c. Send C & S schedule via eblast/social media by May 31st
 - d. Send reminders to bring auction items in May, June and early July
- Ensures website updates with the NAF (the committee will be a tab on the NAF page)
 - a. Ensures new Trustees and Chair positions are updated after C&S
 - b. Update *Memorial Page* content annually from C&S to C&S
- Schedules committee conference calls as needed to discuss scholarship process, luncheon details, etc.
- Appoints a secretary to take notes at each committee meeting/conference call.
- Appoints a HOF or Past President to coordinate the HOF/Past Presidents luncheon at C&S who will:
 - a. Plan Past Chair's/ HOF Luncheon setup including the menu, (Coordinate with Chair and NAA) and a gift for each person
 - b. 8 weeks prior to Conference send invitations to all past Chairs/Chairs and Hall of Fame members with RSVP - (necessary for correct count for luncheon)

Scholarship

- Ensures that each committee member secures (3) judges from outside the auction industry for scholarship applications.
 - a. Each committee member will secure three judges in anticipation of a large number of applicants (excluding Scholarship Chair/Vice Chair)

- b. The scholarship chair will determine the number of judges to be used after receipt of applications
- Communicates regularly with scholarship chair to ensure process is meeting requirements and deadlines

Conference and Show Preparation

- Sends out a letter to all first time C&S attendees four (4) weeks prior to C&S Contact NAA C&S Manager for the list
- Contacts C&S Manager at NAA office to ensure booth requirements are met
 - a. 2 tables required
 - b. 32" TV and stand for PowerPoint
- Schedules photographer with NAA Liaison to be present at Scholarship Committee events

Conference and Show Responsibilities

- Chairs first Committee meeting at the start of C&S (Monday or Tuesday)
- Attends the "*First Timers Breakfast*" with one other committee member
 - a. Gives a brief description of the Legacy Youth Scholarship program
 - b. Shares information on how to join/support the Legacy Youth Scholarship program
 - c. Provides an invitation to the *Scholarship Luncheon* and where to purchase tickets
 - d. Gives away two (2) free tickets

Scholarship Luncheon & Fun Auction

- Selects menu for luncheon and organizes needs through NAA C&S Manager
- Coordinate luncheon theme, table decorations, banner with scholarship winners
- Contact committee administrative manager for guest table tickets to be purchased by the Committee for the NAA Chair & CEO through NAA
- Develops program for C&S. Places order for 150-175
 - a. Program should be in order of events
 - b. Refer to past programs for reference
- Secure an auctioneer and a ring men for the fun auction
- Arrange for the following volunteers:
 - a. Deliver the Non-Denominational Invocation
 - b. Memorial speaker

- Introduce the Guest Table, which will include the Chair and a guest, NAA President, NAA Chief Executive Officer, Scholarship Chair, Hall of Fame Presenter, and Committee members

NOTE: *It is customary for the NAA President to sell the first few items at the Fun Auction. A personal invitation should be sent to them. The spouse of and or the Chair usually is the other auctioneer as well as 1 other auctioneer (3 total) & ring men needs to be secured by the Chair.*

Annual Committee Update

The Chair and the Vice Chair will appoint a slate of officers and trustees from the recommendations presented by the committee and announce them at the annual committee update immediately following the luncheon/fun auction. Those in attendance will then vote to affirm the slate of appointees.

Vice Chair/Fun Auction Chair

The Vice Chair will serve a one-year term, then in the subsequent year serve as Committee Chair. The following list identifies the responsibilities of the Vice Chair.

Conference and Show

- Coordinates with Administrative Manager for the shipping of the Scholarship luncheon materials to the C&S site
- Provides NAA with an inventory of items to be returned and stored at NAA
- Schedules volunteers to work booth Tuesday pm – Friday pm in coordination with NAA C&S schedule

Luncheon and Fun Auction

- Heads and Tails Game
 - a. Vice Chair will coordinate with the Administrative Manager to order beads if needed.
 - b. Bead will be sold for \$10 each with a max of (5) strands of beads.
 - c. Cash, check, or charge to bid cards is acceptable
- Coordinates the Fun Auction with administrative manager
- Coordinate (4) volunteers to sell beads for Heads and Tails game

- Arrange (3) Volunteers to assist with Fun Auction (clerk, data entry/cashier)
- Committee will provide \$250.00 to fun auction chair to buy auction items and Administrative Assistant will approve purchase
- Arrange with Administrative Manager for someone to clerk auction with their system
- Arrange for adequate personnel for auction from check in of items to delivery to purchaser
- Arrange for 2 people to take tickets at the door - no ticket no entry
- 10% buyer's premium
- Coordinate with Administrative Manager - 5 additional tickets are available for purchase at the door for first time attendees of the Luncheon
- Exhibition rights of the Unsung Hero prints will be the first item sold at the Fun Auction by the NAA Chair

Annual Committee Update - The Chair and the Vice Chair will appoint the officers and trustees from the recommendations presented by the committee and announce them at the annual committee update.

- Introduces new Trustees
- Recognizes Committee Trustees

Duties throughout the Year

- Secures three judges from outside the auction industry for scholarship applications and sends their contact info to the scholarship chair
- Performs the duties of the chair in their absence
- Serves as head of the nominating committee for officers and trustees
 - The nominating committee will consist of the entire scholarship committee or whomever the chair appoints

Incoming Chair

- Sit at Dias Thursday evening during the Chair's Gala with guest along with the Auxiliary Hall of Fame recipient and their guest
- Conduct committee meeting to be held on Friday morning

Administrative Manager

The administrative Manager serves as support staff for the Legacy Youth Scholarship Committee. The position is a paid contract position that will be reviewed/renewed on a yearly basis and will continue as long as the committee deems necessary.

Conference and Show Responsibilities

- Committee ribbons to C&S for distribution at booth
- Cash for heads & tails and fun auction
- Financial report given at annual committee update
- Coordinate with Chair to produce Banner for C&S Booth
- Arrange with NAA for credit card machine for auction
- Reserve luncheon tickets for scholarship recipients, NAA President, NAA CEO and 5 additional tickets for first time luncheon *walk ins*
- Hospitality Booth Checklist:
 - 2 tables
 - Display with backdrop
 - 32" TV with stand
 - 2 door prizes (1 for a new member and 1 for a current member) to be given away at the booth on Friday.
 - Information about LRP
 - Annual Business Meeting summary
 - Printed schedule for booth volunteers
 - Flash drive / jpeg of scholarship winners, auxiliary committee, last year's Hall of Fame recipient, LRP information and schedule of C&S events
 - Photo Albums – to be supplied by the Historian
 - Materials from the Administrative Manager – receipt book, ribbons, pins, list of members, information and payment status, give away, etc.

Duties throughout the Year

- Prepares Treasurer Report for review at all meetings
- Acts as liaison between NAF Accounting & Legacy Youth Scholarship Committee
- Keeps detailed documentation of all incoming & outgoing funds
- Reviews monthly financials from NAF
- Finalizes a Legacy Auxiliary Eligibility list.
 - A past auxiliary member who was in good standing for (3) of the past (5) years, including 2019. This list will be the Legacy auxiliary

eligibility list to determine a bonus given on the scholarship judges
sheet

Scholarship Administration

- Manages the Scholarship Fund general email address
- All scholarship applications will be sent to the general email address
- Redacts all necessary information from applications and distributes to the judges
- Receives judging forms from the judges and verifies scores
- Reports scores to the Scholarship Chair/Vice Chair
- Works with the Scholarship Chair/Vice Chair to inform applicants of selection

Committee Trustees

Conference and Show Responsibilities

- Bring at least one item for fun auction at C&S (includes all committee trustees)
- Work the committee booth at C&S at least one 2-hour slot, or more, if necessary,
- Recruit non committee member to sit at booth with you
- Assume duties as needed in planning and executing Luncheon/Fun Auction

Duties throughout the Year

- Promote the Legacy Youth Scholarships
- Attend committee meetings at C&S
- Responds to emails in a timely manner & participates in conference calls as needed
- Refer any scholarship inquiry to scholarship chair
- Secure (3) judges for scholarship applications from outside the auction industry and provide their contact information to the Scholarship Chair by February 1st. (includes all committee trustees except Scholarship Chair/Vice Chair)

- Any trustee may submit an article to Auctioneer magazine at any time knowing that the article will run as determined by the Auctioneer staff

Scholarship Chair

Conference and Show Responsibilities

- Announce winners at Scholarship Luncheon at C&S
- Provide Administrative Manager with photos of winners to produce banner for booth/luncheon
- Request 1 luncheon ticket for each scholarship winner who is attending luncheon through Administrative Manager
- Present Scholarship report at annual committee update meeting

Duties throughout the Year (discuss at 2019 board meeting to revise and include administrative manager)

- Prepare updated application for distribution by NOV 1st
- Make sure information about scholarship is on website and accurate
- Market the scholarship via NAF website, email blast, NAA magazine, social media, etc.
- Distribute to judges by March 20th
- Upon receiving the judges score sheets, chair will determine the winners
- Send thank you notes to judges
- Prepare letters to winners and non-winners letting them know of status by May 15th (reevaluate this date at C&S in order to meet graduation dates)
- Determine bonus point application by referring to Legacy Auxiliary eligibility list maintained by the Administrative Manager
- Work with NAA CEO to communicate scholarship information to NAA for the magazine and NAF website

PROCEDURES and GUIDELINES

Fun Auction & Luncheon Procedure

Resources Needed (Administrative Manager):

- Camera
- Easel
- Auction Software
- Power Point Capabilities (contact C&S Manager)
- Local Auction Company (if possible) to perform auction process.
- Cards for item descriptions
- Pens/pencils
- Credit card machine: coordinate with Administrative Manager
- Markers
- Scotch Tape & Masking Tape
- 10% Buyers Premium sign
- C&S and Show Manager information can be found: conferenceandshow.com
- Video Recorder
- Power point of previous scholarship winners & Sponsors
- List of items to be sent back to NAA

Luncheon/Fun Auction (any unassigned responsibilities will be assigned by Chair at Tuesday meeting at C&S)

- Vice Chair to secure volunteers for:
 - Two people to collect tickets at the door (no ticket – no entry)
 - Decorate and set up room (day before if possible). Chair will coordinate scheduling through NAA office
 - Two people to collect auction items & take pictures of items for the power point presentation during auction
 - Set up items, itemize, display and write descriptions if needed
 - One Person to coordinate auction flow with order of items to be sold and ensuring correct sequence of sale
 - Four to five persons to hold up items and deliver when sold
 - Three to four persons to clerk and cashier
 - Organize selling of beads for heads and tails game, i.e.; 2-4 people to sell beads
- Arrange for collection times of auction the day before and morning of the luncheon

- Print out auction item list for luncheon attendees prior to luncheon (Administrative Manager)
- Provide clerking system (coordinate with Administrative Manager)
- Need two check-out lines, one for cash and one for credit cards
- Arrange to use the NAA credit card machine (arrange through Administrative Manager)
- A 10% buyer's premium will be charged (needs to be advertised in program, stated when auction begins, sign at the door, at checkout)
- All purchases must be paid for at the Scholarship luncheon
- Register bidders & issue bid numbers. Use NAA issued numbers

Scholarship Guidelines

- 1. The number given and dollar amount of the scholarships will be reviewed and determined at the Friday committee meeting at C&S.**
 - a. The committee will determine a minimum number of scholarships to award but may use their discretion to award above that number in any given year
- 2. Eligibility for the Scholarship program**
 - a. All family members and employee/partner family members of the Scholarship Chair/Vice Chair are ineligible
 - b. No child(step), grandchild(step) of the Scholarship Chair/Vice Chair is eligible to apply for the scholarship
 - c. Previous Scholarship winners are not eligible
 - d. A child(step) or grandchild(step) of a Legacy Auxiliary member is eligible for a (10) point bonus which will be applied to the individuals score sheet by the Scholarship Chair/Vice Chair after judges return the score sheets.
 - e. Legacy Auxiliary Member is defined as:
 - i. A past auxiliary member who was in good standing for (3) of the past (5) years, including 2019 as of December 31st, 2019
 - ii. This list will be the Legacy auxiliary eligibility list to determine a bonus given on the scholarship score sheet
 - f. The applicant must be accepted to or attending a qualified college, university, undergraduate program or technical school
 - g. Scholarship payment will be made directly to the qualifying institution

3. Coordinate with the Administrative Manager to send an eblast announcing when Scholarships Applications are available

- a. The scholarship is available to all students in order to meet the requirements of the 501©3 status under the NAF
- b. Include the name of the Scholarship Chair, phone and email address
 - i. **Each application must be sent to the designated email address on the application or they will be ineligible**
- c. Include the date that the packets are available and submission deadline

4. NAF Website

- a. Work with website manager to include link to scholarship application on the Legacy Youth Scholarship Committee Tab

5. NAA Auctioneers Magazine

- a. Work with NAA after July Conference & Show to give them Scholarship winners/info, so they can put together an article for their publication(s)
- b. Coordinate with NAA to insure adequate exposure in the NAA publication(s) for November/December or any other month that NAA requests (i.e. newsletter, E-News, magazine, etc.)
- c. Remember the article will be due six weeks prior to publication

6. Prepare updated Scholarship application

- a. Have applications available to download online on November 1st
- b. All forms/score sheets will be updated during the committee meeting at C&S
- c. Consider setting up an email address under the NAF or gmail for application submission in order to avoid using personal emails

7. Receive Applications and material:

- a. Set Date to receive completed materials from students: recommend March 1st
- b. Use the same checklist for submission of application for a check list to confirm receipt of all necessary forms from each applicant
- c. An incomplete packet will be considered ineligible
- d. Each application must be sent to the designated email address on the application or they will be ineligible

8. Prepare materials for distributions to judges

- a. *Confidentiality- needed in every step of the scholarship process.* Not only for the scholarship recipients but for all participants in the process
- b. Make one complete set of digital copies of all materials and place in the Scholarship Chair Dropbox folder
- c. Review materials and redact identity of applicants, as much as possible. Look for references to relatives' positions with Auction Company, as well as

student's name. It is not possible to disguise the names of the schools, universities, etc.

- d. Assign a random number to each candidate and mark the material with the assigned number
- e. Prepare materials to forward to judges
- f. The number of judges used will be determined by the Scholarship Chair and Vice Chair based on the number of applications received
- g. All committee members will identify (3) judges from outside the auction industry and forward their contact information to the Scholarship Chair. Scholarship Chair/Vice Chair will not obtain judges

9. Obtain names of the judges from each committee member

- a. Randomly assign each judge a number for your file only* (In case of a tie)
- b. Contact judges to address any potential timing issues associated with judging period
- c. Prepare a letter for each judge to thank them for consenting to judge; with the criteria of judging the applicants; and with the request for the return of completed score sheets for all applicants
- d. Forward all materials to judges, *no later than March 20th* and allow 3-4 weeks for judging

10. Upon receiving the judges score sheets to determine winners

- a. Winners determined by adding the scores of applicants, with the highest scores being the winner after the addition of the Legacy Auxiliary Bonus, if applicable
- b. Always verify and recalculate the scoring totals of the judges
- c. In the event of a tie in scores: * Use the numbers that you have assigned to each judge; call the Auxiliary Chair and have them choose a number of one of the judges. This judge will be the tiebreaker for the winner. Or the committee may use their discretion to award additional scholarships if there is a tie.

11. Prepare letters for applicants

- a. Prepare letters for the winners, entrants not selected, and any ineligible student (if not sent earlier) and ***send out by May 15th***
 - i. It has been customary for the recipients to say a few words at the luncheon
 - ii. A brief acceptance speech or video would be allowed at the luncheon
- b. Discuss this on the phone when you discuss the luncheon ticket request
- c. Ask winner if their school has an award celebration
 - i. Get date, contact name and phone #. Contact school to arrange someone (NAA Legacy Auxiliary Member, NAA Member/Auctioneer, NAA/NAF Staff, etc.) to go to school and present the scholarship at their award celebration.

- ii. If available, get video of presentation and show it at the Scholarship Fun Auction & Luncheon Ceremony
- d. Obtain the name of college/school that they have chosen since checks are made payable to the institution on behalf of the student

12. Request winners notify you by June 15th as to plans to attend conference.

- a. 1 luncheon ticket will be issued to each. (let winner know price of lunch)
- b. Get digital photos from winners (so it can be forwarded to NAA for magazine and/or website)
- c. Maintain application records for 30 days after C & S and then delete

b.

13. Luncheon Tickets

- a. Request luncheon tickets from Administrative Manager.
- b. Arrange to meet the recipients to deliver the tickets and discuss with them how you will introduce them at the luncheon
- c. If available, show video of winners that were given at school

14. Documentation

- a. Provide drop box file with historical information to your successor
- b. Document all work

* Revised April 2019

**2018 Scholarship Forms are available from Angela Johnson,
Scholarship Chair.**