

## Chambersburg Quilt Guild

Approved by CQG Board on 12/09/2023

### Memorial Scholarship Fund Guidelines

This fund is for ANY active guild members for the purpose of participation in a guild function.

The maximum amount that may be requested is up to 50% of the cost of the function.

A current member may request one function in a guild year September through August.

Scholarship funds may not be used for annual membership dues.

Scholarship request forms will be made available on the member only section of the guild website.

When the scholarship request form is completed, it should be submitted to the current guild treasurer.

The current Guild treasurer is the point of contact for the scholarship committee members.

Memorial Scholarship committee members are not Chambersburg Quilt Guild board members.

The treasurer will maintain memorial contribution and other donation documentation for the purpose of audit of donations received.

Memorial contributions will be made on behalf of a currently active guild member who becomes deceased in the guild year September through August to the scholarship fund from the Chambersburg Quilt Guild in the amount of \$50.00.

Other designated donations will be accepted and recorded as received.

At the time a donation is received, the Sunshine committee will be notified. For the purpose of sending a note to the family or designated representative of the donation received to the Chambersburg Quilt Guild Scholarship fund.

Scholarship fund balance and activity will be reviewed annually at the December Board Meeting.

The scholarship fund will be a line item in the Chambersburg Quilt Guild Budget.

December 09, 2023