



I. Purpose of Scholarship Program

The Committee of Gentlemen partners with organizations in and out of San Antonio, Texas to offer scholarships to its members. ComMigen provides receipts to the amount of scholarship offered by any institution that provide grants that pay for individuals to attend an educational institution. Any school or institution that has a curriculum, is qualified to donate tax deductible funds to ComMigen. Grants made from such funds shall be referred to as “scholarships.” Such scholarships provide life-long opportunities for ComMigen members and a better-educated workforce for the community. The Committee of Gentlemen does not award grants to individuals for any purpose other than as stated above. All scholarships must be used for tuition, room and board, materials, fees, and related expenses. Scholarships would generally last for the cadence of the courses offered. Scholarships must meet and comply with all federal regulations regarding their benefits and usage. Scholarship maybe revoked if a scholarship recipient does not meet a satisfactory attendance reported by the head of any academic institution.

II. Legal Compliance

ComMigen adheres to the federal requirements for all scholarship funds to maintain the charitable nature of the organization’s scholarship program and to guard against any private benefit to individuals associated with the scholarship program. The following policies and procedures shall be interpreted to ensure ComMigen's compliance with all applicable requirements of the Internal Revenue Code, including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service, as may be amended from time to time. Under Section 4966 of the Tax Code, scholarships may not be awarded from donor advised funds unless the following conditions are met:



Policies and Procedures for Scholarship Programs;

- A. The sponsoring organization (which in this case is the ComMigen) appoints all of the members of the Scholarship Selection Committee and the donor's advice and participation is given solely as a member of the committee
- B. Neither the donor nor the parties related to the donor control the Scholarship Selection Committee directly or indirectly
- C. All grants are awarded on an objective and nondiscriminatory basis using a procedure that has been approved in advance by the governing board of the sponsoring organization and that has been designed to ensure that all such grants meet the requirements of paragraphs (1), (2), or (3) of section 4945(g) of the Tax Code.

III. Role of a Scholarship Committee Member

The ComMigen Executive branch are responsible for ensuring that the original intent of each scholarship fund is carried out. To this end, The President and the Exco annually appoints a Scholarship Committee to guide the scholarship selection process and to make recommendations regarding scholarships that would meet the purpose and restrictions of each scholarship fund. The Scholarship Committee, would meet each year when scholarships are available. All Scholarship Selection Committee members must evaluate the eligibility of all applicants without bias and conflicts of interest and make selection recommendations based on the established specific selection criteria for each scholarship.



IV. Scholarship Committee and Scholarship Selection Committee **Composition**

The Scholarship Committee is comprised of the Exco and volunteers appointed by the general assembly who have a keen interest in providing opportunities for members to achieve their academic goals. The Scholarship Committee will be led by a chairman appointed by the General Assembly, to provide direction for the committee. These volunteers are considered to be the Leadership Team. The Leadership Team reviews and recommends scholarship policy to the General Assembly for approval and recruits members for the Scholarship Committee to serve on Scholarship Selection Committees. The Scholarship Selection Committee would convene to review the applicant pool for each scholarship offered.

V. Conflict of Interest and Confidentiality

Members of all Scholarship Selection Committees must sign a Conflict of Interest and Confidentiality form annually prior to evaluating any scholarship applications. In accordance with this form, Scholarship Committee members are required to declare any real or potential conflict of interests and to abide by the Conflict of Interest and Confidentiality policies. These forms are kept on file with other scholarship documents and in line with the ComMigen's record keeping and document retention policies.

VI. Scholarship Criteria

The specific parameters and selection criteria of each scholarship are determined at the time of the signing of the fund agreement by the fund's founding donors. The Scholarship Committee and staff implement the scholarship selection process based upon these parameters and criteria. Staff works with donors to clarify and document the donors' intentions while also striving for the best likelihood that a strong pool of applicants will be eligible and can be obtained.



members are to be selected on an objective and nondiscriminatory basis. The intended scholarship application pool from which scholars are selected must be sufficiently broad so that awarding scholarships to one or more members of the group fulfills a charitable purpose. However, selection from such a pool is not necessary if the criteria mandate that the scholarship is awarded to members based upon exceptional qualifications to carry out the purposes of the scholarship fund or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular class of persons.

Scholarship criteria may include, but are not limited to, the following:

- i. All applicants must be a registered ComMigen Member (Remote or non remote members).
- ii. All newly registered members must complete their probationary period (90 days) to be eligible to apply.
- iii. All applicants must be in an active status. Those owing more than 45 dollars and above (inactive status) are not eligible to apply.
- iv. You must be making less than 100K a year to be eligible to apply.
- v. Preference would be given to applicants wanting to join a new field. For example for IT scholarships applicants not in the IT field would be prioritized.
- vi. In an event where little or no application(s) is received from those making less than 100K a year, applications from those making more than 100K shall be accepted.

VII. Scholarship Selection Processes

ComMigen offers an online application so that members may apply for multiple scholarships at one time.

Policies and Procedures for Scholarship;



- Applicants must adhere to all guidelines and submit a standard application on the ComMigen website (www.commigen.com) to be considered for any scholarship. ComMigen must receive the application and all supporting documents by the deadline to be considered for any scholarships.
- Applications are reviewed and placed into consideration for the scholarships for which they meet the criteria.
- The Scholarship Selection Committee reviews the applications for their assigned scholarship fund. Additional sorting criteria may be used to narrow the pool for extremely large scholarship pools, but always keeping within the confines of the fund agreement.
- The final recommendations are presented to the President for its approval on behalf of the GA. The President is not obligated to approve the Scholarship Committee's recommendations.
- Once approved, the members are notified of the amount of the scholarship, the purpose for which it should be used, and requirements (if any) that should be met to receive the scholarship and the member is required to agree to the terms of the scholarship in writing.
- Members applying are responsible for providing the organization with their current and updated contact information during the application period and for the duration of the course.

VIII. Withdrawals or Diversion

In any circumstance(s) where a member is unable to complete the terms of the scholarship. If the member does not complete the term or withdraws from school, the member must notify ComMigen in writing with the reasons. The Scholarship Committee reserves the right to request restitution of monies expended for the term or period of withdrawal. If ComMigen learns that all



or any part for the scholarship is not being used for the purposes the fund was intended, ComMigen will take all reasonable and appropriate steps to recover the scholarship monies and/or ensure restoration of the diverted funds to the purposes of the scholarship fund.

IX. Publicity

The scholarship funds held by ComMigen are a member benefit. ComMigen will publicize its scholarship program through its website, and in its official whatsapp group, to encourage all potential recipients to apply.

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Nestor Epiliki

President (ComMigen)