

## UPBSF SC RULES & PROCEDURES

### A. SOURCE OF FUNDS

- A1. Carry-over funds from previous UPBSF, Inc. [Central] administrations
- A2. Volunteer Batches & Individual Brods

### B. REGULATIONS

#### B1. The Qualification/Approval Procedures

- b1.1 the resident brod must be a member-in-good-standing
- b1.2 has a GWA of at least 2.5 for at least 15 "academic" units passed in previous semester/summer
- b1.3 to re-qualify for the grant in consequent terms, he must successfully recruit at least 1 new member into the fraternity during the current term
- b1.4 once the applicant has been "processed" by the SC, the "nod" of majority of the donours is obtained to release the funds
- (b1.5 in future, we shall ask the brods if a batch will sponsor a particular applicant)

#### B2. The Scholarship Committee (SC)

The current committee is composed of the UPBSF, Inc. [Central] Pres (**Joel Paredes**), the Secretary (**to follow**), Brod (**Jojo Alejar**), Brod **Rolly Reyes**, Brod **Dutch Aragon**, and the **undersigned**. The "guest" member is the **current GP of the UPS campus** where the applicant will be enrolled.

#### B3. The Application Procedures

- b3.1 The applicant (resident brod) must send the application thru [scholarships@upbsf.com](mailto:scholarships@upbsf.com), complete with the following info/data:
  - Applicant's complete name:
  - Batch year/name:
  - Course/year:
  - Address (campus/home):
  - Official copy of units passed/grades in prev. sem (attach to email in pdf/jpg format):
  - Position/s in the frat & campus organizations/related activities:
  - Cellphone no./email address:
  - Complete parents' names:
  - Parents' mailing address (for snail mail):
- b3.2 The **official endorsement of the resident GP of the UPS campus** where the brod intends to enroll is required. The GP endorsement serves as **guarantee** that the applicant is well deserving of the grant from the "financial considerations" point of view. This is important as there are limited slots offered per sem, and there is need to ensure grants are awarded to the most qualified resident brod/s.
- b3.3 The SC may request for additional requirements as deemed necessary

### C. COMMUNICATIONS

#### C1. Communication Facilities

- c1.1 applications can be sent thru the email address: [scholarships@upbsf.com](mailto:scholarships@upbsf.com) . Members of the SC will automatically receive copies of messages here.
- c1.2 all donours and members of the SC are in the loop thru: [upbsf-scholarships@googlegroups.com](mailto:upbsf-scholarships@googlegroups.com) where related issues are taken up and resolved
- c1.3 for urgent messages: call/text 0943 449 2882.

## C2. Reports/Letters to be Issued

c2.1 upon approval, official letter will be sent to the parents/guardian of the applicant, cc applicant/scholarship e-group

c2.2 where possible, we ask the parents/guardian for response. The applicant is expected to reply/acknowledge the grant. Purpose in involving parents is to create mileage for our fraternity. Some parents still think joining the fraternity is not good! These letters will be shared with the scholarship e-group.

c2.3 grantee to submit report to the SC by end-term

c2.4 the undersigned will periodically issue "status of funds" and "list of donors" thru the scholarship e-group: [upbsf-scholarships@googlegroups.com](mailto:upbsf-scholarships@googlegroups.com)

c2.5 the undersigned will also post regularly the list of "current" grantees thru the Central & International e-groups. We ask the other chapters, batches, and individual brods concerned, to share the name/s of their grantees (even if processed outside of B1) to enable issuance of a unified list. This will avoid duplication, hence ensure optimum use of our limited resources.

## **D. CURRENT GRANTEES LIST**

D1. Grantees processed thru UPBSF SC

D2. Grantees processed thru different chapters/etc.

## **E. FOLLOW-THRU ACTION BY SC**

E1. Upon receipt of parent's acknowledgement, the funds will be remitted asap

E2. For the record, we request a picture of parent/s & grantee to be submitted

E3. Formal report to the donors' group, incl. latest status of funds

E4. Formal report to the body re-this sem's program status

E5. Request from UPBSF, Inc. [Central] President to all UPS GPs to make sure all residents in respective campuses are aware of the program, and to make sure endorsement for each applicant is done before submission of Letter of Intention (LOI) to [scholarships@upbsf.com](mailto:scholarships@upbsf.com) to ensure: applicant doesn't have existing grant/etc from the frat, and that particular resident brod is currently in good standing at campus where he is enrolled

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