As part of LWV-VA’s effort to assure that all members have the opportunity to attend LWV-VA events regardless of economic status and when the member’s local League does not have a reimbursement budget, LWV-VA shall establish and fund an annual “Scholarship” account in its annual budget to assist members with “Fee Assistance” for the following events: Fall Workshops, Presession Legislative Round Table, League Day and any other educational events for which the LWV-VA may charge a registration fee. Special consideration will be given only to Individual MALs for funding Council or Convention observer-status attendance. In addition members of MAL Units also may be considered for fee assistance for observer-status attendance at the LWV-VA biennial convention. The fee assistance applies only to the registration fee, not travel or lodging related to the event. LWV-VA should use this fund to pay the LWV-VA registration fee or a portion of the fee for a limited number of local League members and/or MALs. The amount included in the fund will be determined each year by the budget committee. In addition, donations from members specified for the “scholarship/fee assistance” fund in both the LWV-VA Operating Fund and the LWV-VA Education Fund will be accepted and made available upon receipt.

Procedures for use of fee assistance funds, if a member (of local League or MAL) contacts LWV-VA Treasurer about the price of an event:

1) Contact should be made no less than two weeks before the event, indicating that the member would like to attend but cannot for financial reasons.
2) Fee assistance may be grant for full or any part of the registration fee, based on what the member “feels comfortable paying.”
3) If the member is a MAL or a member of a MAL Unit, LWV-VA will make every effort to fund at least a portion of the registration on a first-come-first-served basis.
4) However, if the requester is a member of a local League, the LWV-VA Treasurer shall contact the president or treasurer of that local League to determine if the local league will fund the member’s attendance.
5) If the local League agrees, the local League will forward LWV-VA the funds for the registration fee promptly, prior to the event.
6) LWV-VA shall provide funding for as many members as request assistance limited only by the amount of money in the “Scholarship” account.
7) Before making an award, the Treasurer shall ask the requester “what amount would you feel comfortable paying? You may say $0 without ramification.” By making fee assistance available along with full “fee forgiveness” the Scholarship funds will be available to help more members attend LWV-VA state-wide events.
8) No MAL, MAL Unit or local League member shall be eligible for more than 2 scholarships or fee assistance in any LWV-VA fiscal year, unless there are special circumstances (determined by the Treasurer in consultation with the President to assure confidentiality of the requester and situation).
9) LWV-VA budget committee shall budget for scholarship/fee assistance for each LWV-VA event, including Fall Workshops (Op Fund), Presession (Ed Fund), League Day (Ed Fund),
LWV-VA Event Scholarship & “Fee Assistance” Fund
Approved by the LWV-VA Board on September 13, 2019

Fund) and any other educational events for which LWV-VA charges a registration fee. Funding may not be awarded for lodging or travel.

10) Scholarship/Fee Assistance is not available for any LWV-VA events specifically designated for “Fund-Raising.” However, it is the President’s prerogative in conjunction with the Event Chair to “invite” people as guests. These guests shall not be funded by the Scholarship Fund but rather they are funded by the event itself.

11) The scholarship shall not be available for local League members to attend the LWV-VA Convention or LWV-VA Council since local Leagues are allotted delegates to these events and they should budget for their representatives’ attendance.

12) However, The LWV-VA may use scholarship/fee assistance funds for the registration fee for MAL and MAL Unit members to attend the LWV-VA biennial convention as observers (up to limit of the money in the account). Funding may not be used for lodging or travel to the event.

13) LWV-VA may use scholarship funds for the registration fee of MAL members (but not MAL Unit members) to attend the LWV-VA Council as observers. LWV-VA MAL Units are allotted delegates for Council and should budget for their representatives’ attendance. Funding may not be used for lodging or travel.

14) If a member at any time accepts an LWV-VA “scholarship” but does not attend the event without at least 24 hours’ notice, the member shall not be eligible to apply for another “scholarship” for a minimum of one additional LWV-VA fiscal year.

15) When using the funds, the LWV-VA Treasurer shall transfer the payment amount from the “Scholarship” fund in the Education Fund or Operating Fund (as appropriate) budget to the appropriate event budget account. The event budget shall not bear the cost of the “scholarship” registrations.

16) In all cases, the President with approval of the Executive Committee may invite guests to any LWV-VA events for which a fee is charged. In this case, the event will fund the attendance, the funds will not be transferred from the Scholarship account. Guests should be planned for when the budget for the event is developed.

To request a scholarship or fee assistance, members may email treasurer@lwv-va.org. No explanation is required regarding the “need.” Awards shall be made on first-come-first-served basis, until all allotted funds have been used.

Donations to the scholarship fund can be made online at www.lwv-va/donate; please indicate “Scholarship Fund” in the area provided for “notes.” Or checks can be mailed to Treasurer (please check website for current mailing address.), with a notation in the memo line “Scholarship.” Note that donations to the Operating Fund (501c4) shall be applied to the Operating Fund scholarship fund; donations to the Ed Fund (501c3) shall be applied to the Education Fund scholarship fund. Scholarship funds shall not be transferred from the Ed Fund to the Operating Fund.