

ALDA CHICAGO POLICY: ALDACon SCHOLARSHIPS

as of October 26, 2023

Page 1 of 7

General Policy:

It shall be the policy of the Association of Late-Deafened Adults (ALDA) Chicago to provide scholarships to persons with financial need who have a hearing loss or are unable to understand spoken language in order to facilitate their attendance at the annual convention of ALDA Inc. (ALDAcon).

The words "ALDAcon scholarship" and "scholarship" are synonymous and usage within this policy refers/applies to any/all ALDAcon scholarships/funds that are administered by/through ALDA Chicago. ALDA Inc. manages an independent set of ALDAcon scholarships and funds using a separate and distinct policy of its own. Both policies are autonomous of the other, with each entity relying on its own policy to manage its respective ALDAcon scholarships.

The words "ALDAcon Scholarship Committee" and "Scholarship Committee" are also synonymous with each other as to usage within this policy.

The first-ever ALDAcon Scholarship and its Fund shall be referred to as the "Bob Janssen Scholarship/Fund" in memory of the former ALDA Chicago member who was actively involved in past ALDAcons and was instrumental in getting other members to attend and participate in ALDAcon. The Janssen family will receive an annual report stating the number of scholarships and total amount of money awarded that year in Bob's name.

The ALDAcon Scholarship Fund is set up as a "restricted" fund for financial recordkeeping and reporting purposes, meaning that the monies in the fund can only be used in accordance with provisions established at its start-up or through subsequent Board motion approval.

Additional funds for the scholarship are encouraged from donors as well as through Board-directed campaigns and ALDA Chicago fundraising efforts. Any donation made to ALDA Chicago can be directed to the "Bob Janssen Scholarship Fund" or earmarked for a separate scholarship fund with its own distinctive name. If distinct scholarship funds are established under separate names, all of the guidelines set up in this scholarship policy, including those specific to the Bob Janssen Scholarship Fund, apply equally to any newly-established and distinct scholarship funds.

The ALDAcon Scholarship Policy shall be available for downloading, viewing and/or printing via the ALDAcon page of the ALDA Chicago website. Copies can also be requested by emailing ALDA Chicago's general purpose mailbox at aldachicago@gmail.com or mailing a request to the then-current ALDA Chicago PO Box.

Scholarship Funding:

ALDAcon scholarships are awarded if, and only if, financial resources are available.

The total funds awarded for ALDAcon scholarships each year is based on need and availability of funding, and is not limited to a particular number of awards based on funds available. Generally, the closer the ALDAcon location is to Chicago, the greater number of scholarships may be awarded.

ALDAcon scholarships normally cover the cost of a full ALDAcon registration plus one-half (1/2) the cost of a shared hotel room at the ALDAcon hotel for up to four (4) nights. However, if a scholarship recipient requests a roommate match through ALDA Inc. and a roommate cannot be found for the scholarship recipient via ALDA Inc's roommate matching

ALDA CHICAGO POLICY: ALDACon SCHOLARSHIPS

as of October 26, 2023

Page 2 of 7

service and the recipient is then unable to find a roommate on their own, then the full cost of a hotel room may be covered if funds are available and the additional expense is approved by a majority of the ALDA Chicago Board. If a hotel room is shared by more than two (2) individuals, funding of the scholarship and/or any reimbursement of cost to the scholarship recipient will be adjusted downward accordingly.

If a scholarship applicant requires additional coverage of expenses beyond the registration fee and shared hotel room, those must be identified in advance of the application deadline date. Any/all coverage exceptions require majority approval of the then-current ALDA Chicago Board and are subject to availability of funds.

Scholarship Availability & Notification:

The availability of ALDACon scholarships will be announced no later than the last day of February each year. The announcement shall include this year's application deadline date, the dates and location of ALDACon, info necessary for making hotel reservations as well as any needed email/website links. The announcement shall refrain from mentioning ALDA Inc. scholarships as it tends to confuse potential scholarship applicants—ALDA Chicago members as well as those living within the then-current area defined by ALDA Inc. as Region 2 need to go through ALDA Chicago for an ALDACon scholarship before ALDA Inc. will accept/consider any applications for ALDA Inc. scholarships from such individuals. The reverse of the latter shall then also hold true for those not living in the said Region 2 area.

The announcement shall be made through email and posted to ALDA Chicago's group on Facebook, with relevant information updated on the ALDACon page of ALDA Chicago's website. Email and Facebook reminders about scholarship availability shall be repeated as follows:

- At least once every month during the "open" application process;
- At least once every two (2) weeks during the month prior to the application deadline date;
- At least once or twice during the week prior to the application deadline date.

Should no member apply for an ALDACon scholarship by that year's deadline date, a subsequent announcement will be made by email and to the ALDA Chicago group on Facebook, letting members know that a scholarship(s) is still available up to five (5) days prior to the then-current ALDA Inc. scholarship application deadline date.

Application Submission:

All ALDACon scholarship applicants must be a member in good standing for at least twelve (12) months prior to applying for a scholarship.

ALDACon scholarship applicants must attest to the accuracy of information provided on their ALDACon scholarship application and indicate their understanding and agreement with all terms and conditions stated in the then-current ALDACon scholarship policy by signing and dating the ALDACon scholarship application form where indicated prior to its submission to ALDA Chicago.

All applications for the ALDACon scholarship must be submitted either online or by U.S. Mail utilizing the scholarship form set up on our website for this specific purpose. The online application form can be submitted via the website after all necessary information is filled in.

ALDA CHICAGO POLICY: ALDAcon SCHOLARSHIPS

as of October 26, 2023

Page 3 of 7

The mail-in version of the application form will need to be printed from the website, filled in manually, and then mailed to the then-current ALDA Chicago PO Box by first class mail.

The yearly deadline for receiving ALDAcon scholarship applications shall be 11:59:59 PM on a day at least two (2) weeks prior to ALDA Inc's scholarship application deadline date.

Award Eligibility:

The only persons eligible to receive an ALDAcon scholarship are those who fulfill all of the following criteria:

- A current (paid-up) member of ALDA Chicago for at least twelve (12) months prior to applying for a scholarship. A scholarship recipient must be a current member of ALDA Chicago at both the time of application and at the time of ALDAcon.
- An individual with a hearing loss or someone who is unable to understand spoken language and, if necessary, an attendant (spouse, partner, etc.) to help the person who regularly needs special assistance.
- An individual who needs financial support in order to attend ALDAcon. Without such assistance, the individual would not be able to attend ALDAcon. ALDAcon scholarship applicants may demonstrate their financial need in any way they choose, including making a personal statement.

When evaluating applications for an ALDAcon scholarship, priority will be given to persons who have never before received an ALDAcon scholarship nor attended an ALDAcon, in that order.

An individual cannot receive an ALDAcon scholarship from ALDA Chicago more than twice in their lifetime. If a person is awarded a second ALDAcon scholarship, then it will cover only the cost of registration.

Scholarship Committee Structure:

The ALDAcon Scholarship Committee Chair shall be appointed each year as necessary by the ALDA Chicago President. The Scholarship Committee shall consist of no less than three (3) and no more than four (4) ALDA Chicago members: one (1) member of the then-current ALDA Chicago Board of Directors or the ALDAcon Scholarship Committee Chair if he/she is not a Board member, the ALDA Chicago Board Treasurer and at least one (1) other ALDA Chicago member, not necessarily a Board Member. The ALDAcon Scholarship Committee Chair is responsible for filling the required number of seats on the Scholarship Committee.

Scholarship Committee Responsibilities:

The ALDAcon Scholarship Committee shall be responsible for receiving and evaluating all scholarship applications and for awarding scholarship funds.

All decisions of the ALDAcon Scholarship Committee shall require a majority vote of the members on the Scholarship Committee. Each Scholarship Committee member shall have one (1) vote, with the exception of the ALDA Chicago Treasurer who is only eligible to cast a vote when the Scholarship Committee consists of the minimum 3 members. Whenever the Scholarship Committee consists of 4 members, the ALDA Chicago Treasurer will not have the privilege of voting to avoid the need to formalize more extensive tie-breaking criteria. However, the ALDA Chicago Treasurer is never restricted from participating in Scholarship Committee discussions.

ALDA CHICAGO POLICY: ALDAcon SCHOLARSHIPS

as of October 26, 2023

Page 4 of 7

The ALDAcon Scholarship Committee shall make its decisions within thirty (30) days after the application deadline date.

Following the decision awarding the scholarship(s), the ALDAcon Scholarship Committee Chair shall send a report to the ALDA Chicago Board of Directors/Committee Chairs by email and/or present it no later than at the next Board meeting. The report will summarize scholarship information for that year: number of applicants and recipients, an estimate of costs as known at that time, and the number and amount of scholarship donations received for that year to-date. The names of scholarship applicants and recipients will be excluded from the report to the ALDA Chicago Board/Chairs as this information serves no functional purpose to those individuals. Excluding names from the report also allows us to fulfill our promise of confidentiality to scholarship applicants.

The ALDA Chicago Treasurer shall maintain a historical record with the following information for each scholarship applicant at a minimum: (a) scholarship year and location, (b) date of application, (c) first and last name of applicant, (d) was scholarship awarded? (Yes or No), and (e) an itemization of awarded amounts (registration, hotel, other) as each amount becomes known/paid by ALDA Chicago. The ALDAcon Scholarship Committee Chair is the only individual with authorized access to all of the information in the historical report as a means to maximize applicant confidentiality while enabling the Chair to properly monitor scholarship funding/budgetary amounts and an applicant's prior scholarships and/or ALDAcon attendance.

Board Responsibilities:

All identifying information concerning ALDAcon scholarship applications and award recipients is confidential. To promote trust and ensure the privacy of information obtained via the ALDAcon scholarship application as well as throughout and after the scholarship processing period, any documents (applications, reports, spreadsheets, letters, emails, etc.) that show the name of scholarship applicants or recipients shall not be made available in an easily-transmittable form such as paper or email unless absolutely necessary. In addition, any/all specifically-identifying information for a given ALDAcon year may only be shared with the then-current:

- ALDAcon Scholarship Committee during its evaluations;
- ALDA Chicago Treasurer;
- ALDA Inc. Treasurer;
- ALDAcon Registration Committee Chair;
- ALDAcon Roommate Coordinator;
- On an "as-needed" basis in Executive Session with only the four (4) ALDA Chicago Board Officers in attendance. Those who need to be excluded from the Executive Session include any ALDA Chicago Board Trustees/Members-at-Large, all ALDA Chicago Committee Chairs except for the ALDAcon Scholarship Committee Chair, any/all invited guests and the general public.
- Other designated individuals who need to know in order to properly fulfill their ALDAcon duties in a given ALDAcon year.

No specifically-identifying information shall be shared with anyone at any time in any form except as noted above as this information typically serves no functional purpose to anyone beyond those listed. Information-sharing restrictions apply even after a given individual is no longer serving in the position under which the information was obtained.

ALDA CHICAGO POLICY: ALDACon SCHOLARSHIPS

as of October 26, 2023

Page 5 of 7

Should an "Early Bird Payment Option" be available for ALDACon registration fees, ALDA Chicago shall pay up to the then-current minimum registration deposit to take advantage of discounted registration rates prior to awarding of the scholarship that year. If no applicant is able to take advantage of a/the scholarship that year, the ALDA Chicago Treasurer will ask ALDA Inc. if the amounts paid-to-date can be applied to the following year's registration fees. If ALDA Inc. says 'no', then for financial recordkeeping purposes, any non-refundable amount shall be earmarked and recorded as a General Funds donation to ALDA Inc. so that said donation does not effectively lower the balance in the scholarship fund. In addition, if discounted registration fees are available by paying via Zelle, the ALDA Chicago Treasurer shall pay the registration fee deposit and balance due amounts using the Zelle method or any of its then-current, established equivalents.

Applicant Notification:

All applicants for an ALDACon scholarship shall be notified by the Chair of the ALDACon Scholarship Committee as to whether or not they received a scholarship no later than thirty (30) days after the Scholarship Committee's decision is made.

Recipient Responsibilities & Payment/Reimbursement of Expenses:

ALDACon scholarship recipients do not need to register for ALDACon or pay any ALDACon registration fees. That is the responsibility of ALDA Chicago as administrator of the ALDACon scholarship fund. However, after any scholarship decision is made, ALDA Chicago will notify ALDA Inc. of the chapter's scholarship award decision(s) and provide ALDA Inc. with the name and contact info of the recipient(s). It is then the responsibility of each scholarship recipient to respond to any other requests for needed information to complete the registration (i.e., roommate-matching; dietary and mobility needs; allergies; ADA kits; ALDs; service dog, etc.).

If the scholarship recipient does not have a roommate at the time the scholarship is awarded, the scholarship recipient can take advantage of ALDA Inc's roommate-matching service, with the scholarship recipient and any potential roommate conversing with each other to determine compatibility and agree to room together. The scholarship recipient can decide to utilize this service at any time; however, it's best to request it early to ensure that a compatible roommate can be found and the roommates' share of the hotel room will not result in an out-of-pocket expense for the scholarship recipient.

ALDACon scholarship recipients need to make their own hotel reservations using one of their personal credit cards to guarantee the room. ALDA Chicago cannot use its credit card because we, as an entity, have no credit or legal standing with the hotel: the room cannot be booked under the ALDA Chicago name, ALDA Chicago cannot physically occupy the room and should the scholarship recipient cancel the room at the last minute, ALDA Chicago has no recourse to recover its money.

The scholarship recipient needs to inform the hotel that he/she will be sharing the room with at least one other individual. If the roommate's name is known at the time of the scholarship recipient's hotel reservation, the scholarship recipient needs to make the hotel aware of the roommate's name (even if the roommate has not as yet guaranteed a room with his/her own personal credit card). If the roommate's name becomes known after the scholarship recipient has reserved a room, the scholarship recipient needs to inform the roommate that he/she needs to contact the hotel to add his/her name and personal credit card to the room being shared with the scholarship recipient. The hotel needs to know the names of all

ALDA CHICAGO POLICY: ALDACon SCHOLARSHIPS

as of October 26, 2023

Page 6 of 7

persons sharing the room in order to find the reservation at check-in as well as in case of an emergency. No charges are applied to any credit card until an individual's check-out.

The scholarship recipient is typically reimbursed for their portion of the shared hotel room and any other pre-approved expenses after their return from ALDACon and all receipts are provided to the then-current ALDA Chicago Treasurer in one (1) of three (3) ways:

1. Email attachment(s) sent to the ALDAChicagoTreasurer@gmail.com email address;
2. First-class mail using the then-current ALDA Chicago PO Box; or
3. A scheduled, pre-arranged face-to-face meeting.

Reimbursement shall be in the form of an ALDA Chicago check or an electronic payment using Zelle or any of its then-current, established equivalents. Any Zelle or Zelle-like payment cannot be completed until the scholarship recipient provides the email address or phone number associated with the scholarship recipient's designated checking account to the ALDA Chicago Treasurer to establish the scholarship recipient as a Zelle or Zelle-like payee on the ALDA Chicago bank account.

Any/all requests for advance payment of the hotel room prior to departing for ALDACon are considered an exception to the norm and as such, each will be decided on a case-by-case basis by the ALDACon Scholarship Committee, guided by need due to hardship or financial standing. Any/all approved pre-payments for the hotel must be by an ALDA Chicago check made payable to the hotel, covering only the scholarship recipient's verified share of the hotel room. No actual cash or Zelle or Zelle-like payments will be advanced to the scholarship recipient before all actual receipts are provided. Checks for the hotel must be picked up by or delivered to the scholarship recipient no sooner than 3 days before the first full day of ALDACon. In addition, any unused/overfunded monies must be paid back to ALDA Chicago within thirty (30) days of the scholarship recipient's return from ALDACon unless other arrangements are made and approved beforehand. Any/all unpaid monies due to ALDA Chicago by the scholarship recipient are then subject to collection through any means available to ALDA Chicago.

ALDACon scholarship recipients are encouraged to provide some form of special support to ALDA Chicago in return for their scholarship assistance. That special support might take any of the following forms but is not limited to those in the list below:

- a. Writing an article for the ALDA Chicago Newsletter describing their ALDACon experience or summarizing one or more of the ALDACon workshops which the scholarship recipient attended;
- b. Writing special invitations to friends with hearing loss, encouraging them to join ALDA Chicago and attend ALDACon;
- c. Giving an ALDA Chicago Gift Membership(s) to friends with a hearing loss;
- d. Donating an item to an ALDA Chicago Silent Auction/raffle; or
- e. Volunteering to serve on at least one ALDA Chicago committee or in an individual fundraising or social planning effort during the year following the respective ALDACon.

Approved by the ALDA Chicago Board of Directors 6/5/2019

Revised (application deadline date) by the ALDA Chicago Board of Directors 8/28/2021

Adopted by the ALDA Chicago Board of Directors on 11/11/2023, with revisions summarized below:

- *Qualified "scholarship" and "committee" verbiage; refined annual reporting and start-up criteria; added availability of the scholarship policy;*
- *Clarified scholarship funding; added handling of funding exceptions;*

ALDA CHICAGO POLICY: ALDACon SCHOLARSHIPS

as of October 26, 2023

Page 7 of 7

- *Clarified scholarship availability and notification info; clarified date criteria when no one applies for a scholarship;*
- *Added scholarship application submission criteria;*
- *Clarified award eligibility; added to selection preferences;*
- *Clarified committee structure;*
- *Refined and expanded committee responsibilities; explained voting criteria to avoid ties;*
- *Refined Board responsibilities re: confidentiality and ALDACon registration fee payments;*
- *Changed section heading "Announcement of Scholarship Award" to "Applicant Notification"; clarified its date criteria;*
- *Refined and expanded recipient responsibilities; explained payment and reimbursement processes and criteria, and expanded section heading for the latter.*