

**The Central Atlantic States Association
of Food and Drug Officials (CASA)**

Policy and Procedures Manual

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Section A. Introduction

1. This manual contains policies and procedures relevant to the routine operation of the Central Atlantic States Association of Food and Drug Officials (CASA). The Association will use these policies and procedures as the mechanism to address various issues in a consistent and fair manner.
2. All policies and procedures must be approved by a simple majority vote of the Board.

Section B. Budget

1. An annual budget for the fiscal year (June 1-May 31) will be prepared by the Vice President in conjunction with the Treasurer and presented for review and approval at the first board meeting (summer meeting) of the fiscal year.
2. Expenses not covered in the approved budget must be submitted to the Board for approval. These expenses must be itemized and justified.

Section C. Payments and Fees

1. All payments to CASA must be made in US dollars.
2. A current bank fee will be charged to any person providing a check that is returned for insufficient funds.

Section D. Expense Reimbursement

1. Requests for expense reimbursement shall be in writing to the Board and the expenses must be itemized and justified.
2. The categories of expense reimbursement (transportation, lodging, meals, and miscellaneous) will be based on the distance to the meeting site from the member's residence. The lesser of the two distances will be used to determine the reimbursable expenses. The following guidelines will be used:
 - a) Transportation, lodging, meals, and miscellaneous expenses will be reimbursed when the distance to the meeting site from the member's residence is greater than 35 miles one way.
 - b) Transportation expenses will be reimbursed when the distance to the meeting site from the member's residence or office location is less than 35 miles one way.
3. All reimbursements will be made after other reimbursement deductions are made. This includes, but not limited to, partial funding by the local, state, or Federal Government, industry, or an outside organization
4. Transportation reimbursement is limited to the least cost option when comparing the price of an airline ticket purchased 30 days before the meeting (including all local transportation costs, airport and hotel parking fees) to privately-owned vehicle mileage (including all tolls and hotel parking fees). Mileage reimbursement shall be based on the current reimbursement rate authorized by the U.S. Government.
5. When traveling in a government or company vehicle fees not covered by your agency or company will be eligible for reimbursement consideration.
6. Transportation expenses will not be reimbursed when traveling as a passenger.

7. Reimbursement for rental cars is prohibited unless prior approval is obtained from the Board.
8. Meals reimbursement is limited to the following least cost options:
 - c) actual cost (with receipt) OR
 - d) the prevailing rate set by the U.S. Government. The cost of a meal, when provided, will be deducted using the rate set by the U.S. Government.
 - e) the Executive Officer will prepare a meals reimbursement worksheet for distribution at all meetings and at the Annual Educational and Training Seminar.
9. The Association will reimburse at the following rates:
 - f) The Association's Secretary, Treasurer, Representative to AFDO, Associate Representative, Communications Chair, and Executive Officer are eligible for 100% of reimbursable expenses.
 - g) Local conference Representatives to the Board are eligible for 60% of reimbursable expenses.
 - h) Local conference officers and local conference committee chairs are eligible for 50% of reimbursable expenses up to a maximum reimbursement of \$300.
 - i) The chair of the CASA Award Committee shall be eligible for 100% reimbursement of transportation expenses, one night hotel, and one ticket to the awards banquet at the Annual Educational and Training Seminar. If the person is registered for the full conference they will be reimbursed an amount equal to the cost of the awards banquet.
 - j) The President of the Association and the Representative to AFDO will be eligible for: 100% of his/her reimbursable expenses, including the cost of registration, associated with attending the annual AFDO Conference.
 - k) The President of the Association will be eligible for 100% of his/her reimbursable expenses, up to a maximum of \$1200, incurred during visits to local conferences.
10. At the Annual Educational and Training Seminar, reimbursement to the local conferences is limited to the President, Vice President, Secretary, Treasurer, and Representative to the Board. If the local conference officers are unable to attend the Annual Educational and Training Seminar, the funds shall not be allocated to other members of the local conference. The Annual Educational and Training Seminar registration fee and special events are not reimbursable expenses.
11. Members of local conference committees may be eligible for reimbursement if the Board has scheduled a committee meeting that requires their presence.
12. All board members shall be eligible for reimbursement of expenses associated with attendance at scheduled board meetings. If the board member cannot attend a meeting the funds can be allocated to the member representing the conference at the meeting. The person representing the conference must present a letter to the Board and the letter must be signed by the President of the conference.
13. Approval of the Board must be obtained for reimbursement when outside the parameters of the Policy & Procedure Manual.

Section E. Grants

1. It shall be the responsibility of the Grant Coordinator to research, prepare and submit grant applications in a timely fashion.
2. Should funding be available, the Executive Board may allocate funds to assist members in attending the ETS. Funds will be disbursed in the form of a scholarship.

3. The Grant Committee shall be responsible for creating a scholarship application form, and informing the membership of availability of funding.
4. Applicant must first meet all criteria set forth within the grant.
5. Applicant must be a CASA member.
6. Funding shall support as many attendees as possible
7. Should a selection process be necessary, then applicants will be selected based upon the following:
 - a. A CASA member in good standing for the previous 2 years
 - b. Preference will be given to candidates that have not attended an ETS outside of their own respective local conference.
8. Applicant should show support from their employer in the application.

Section F. Jurisdiction

1. A local conference shall not sponsor any organized activity, including but not limited to training and the collection of money, in another conference's jurisdiction without the approval of the conference whose jurisdiction the activity takes place in.
2. The sponsor of an activity in another conference's jurisdiction shall submit a written request to the other conference's President and representative to the Executive Board and to the President of CASA a minimum of 60 days prior to the commencement of the event. The request will include a detailed explanation of the activity, including dates and times, and a justification for operating outside of the conference's jurisdiction.

The conference receiving the request will reply in writing to the President and representative to the Executive Board of the other conference and the President of CASA no later than 5 business days after receiving the request. The local conference in that geographical jurisdiction can decide to sponsor the activity themselves, co-sponsor the activity, shall allow the other conference to sponsor the activity, or deny the activity on the dates and times requested. If the conference denies the activity, a written explanation will be provided to the President and representative to the Executive Board of the other conference and to the President of CASA.

The conference requesting the approval can ask the Executive Board of CASA to review the decision of the local conference by submitting a written request to the President and Executive Officer of CASA. The Executive Board of CASA will review the information presented and render a final decision by a majority vote of all board members, excluding the members from the two conferences involved.

3. Local conference jurisdictions:

Niagara Frontier Conference:

NY counties-Niagara, Erie, Chautauqua, Cattaraugus, Allegany, Wyoming, Genesee, Orleans, Monroe, Livingston, Steuben, Ontario, Wayne, Seneca, Schuyler, Yates
Chemung, Tioga, Tompkins, Cayuga, Jefferson, Oswego, Onondaga, Cortland, Broome
Canada-Ontario

Northeastern New York Conference:

NY counties-St. Lawrence, Franklin, Clinton, Lewis, Herkimer, Hamilton, Essex, Warren, Schenectady, Washington, Saratoga, Fulton, Oneida, Montgomery, Madison, Chenango,

Otsego, Schoharie, Albany, Rensselaer, Columbia, Greene, Delaware, Sullivan, Ulster,
Dutchess, Putnam, Orange
Canada-Quebec

New York Conference:

NY counties-Rockland, Westchester, Bronx, Manhattan, Queens, Brooklyn, Staten Island,
Nassau, Suffolk
NJ counties-NJ-Monmouth, Mercer, Middlesex, Somerset, Hunterdon, Warren, Morris, Union,
Essex, Hudson, Bergen, Passaic, Sussex

Pittsburgh Conference:

PA counties-Erie, Crawford, Mercer, Lawrence, Venango, Warren, Forest, Clarion, Jefferson,
McKean, Elk, Cameron, Clearfield, Beaver, Washington, Greene, Butler, Allegheny,
Armstrong, Westmoreland, Fayette, Indiana, Cambria, Somerset
Ohio
West Virginia

Susquehanna Conference:

PA counties-Potter, Clinton, Centre, Tioga, Lycoming, Union, Snyder, Bradford, Sullivan,
Columbia, Montour, Northumberland, Blair, Bedford, Huntingdon, Fulton, Mifflin, Juniata,
Perry, Cumberland, Franklin, Adams, York, Dauphin, Lebanon, Schuylkill, Berks, Lancaster,
Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne,
Wyoming

Philadelphia Conference:

PA counties-Bucks, Chester, Montgomery, Delaware, Philadelphia
NJ counties-Burlington, Ocean, Camden, Gloucester, Atlantic, Salem, Cumberland, Cape May
DE counties-New Castle, Kent

Virginia Conference:

All counties in Virginia

Baltimore Conference:

All counties in Maryland
DE county-Sussex
Washington, DC

Section G. Annual Educational and Training Seminar

1. Executive Board responsibilities include collecting speaker confirmation sheets, reviewing speaker expenditure requests with the Junior Vice President, notifying the Program Chair if a speaker drops out or is unconfirmed and filling openings by contacting speakers from ranked stand-by list.
2. Resolutions – Resolutions not submitted in the correct format will not be considered for presentation to the membership at the Annual Educational and Training Seminar.

Resolutions will be posted on the CASA website at least 30 days prior to the commencement of the Annual Educational and Training Seminar.

Section H. Executive Board Business Functions and Responsibilities

1. Executive Board business functions and responsibilities include:

- Assignment 1
 - Ex-Officio of Scholarship Committee
 - Oversee collection of silent auction monies and completed donor sheets. Delivers bid sheets and money from silent auction to the Treasurer.
 - Drafts and mail thank you letters to silent auction donors.
- Assignment 2
 - CASA Directory with local conference photos to Communications chair.
- Assignment 3
 - Draft and mail Annual ETS speaker thank you letters.
- Assignment 4
 - Draft and mail thank you letters to exhibitors and sponsors.
- Junior Vice President
 - Program Committee Chair responsible for drafting and creating final ETS agenda.
- Vice President
 - Committee Whip
 - Work with President to update committee charges for new directory
 - Member of the Awards Committee
 - Present President's Award at banquet
 - Preparation of budget
- President
 - Chair Executive Board meetings
 - Store awards plaque and CASA banner and transport back from annual training and educational seminar
 - Work with local arrangements committee to plan annual training and educational seminar
 - AFDO Membership Committee
 - Welcome attendees to annual training and educational seminar and moderate opening session
 - Moderate proceedings at awards banquet
 - Chair business meeting at the end of the annual training and educational seminar
 - Turn over gavel to new President
 - Member of the Awards Committee

- Appoints one member to the Scholarship Committee
- Past President
 - Member of Advisory Committee
 - Chair of Resolutions Committee
 - Manage Policy and Procedure Manual
- Secretary (3 year term)
 - Prepares meeting minutes and catalogs historical records.
- Treasurer (3 year term)
 - Prepares annual budget, files taxes accordingly, and maintains financial accounts.
- Executive Officer (3 year term)
 - Prepares expense reimbursement worksheets for distribution at all meetings.
 - Prepares agenda for Executive Board meetings.
- AFDO Representative (4 year term)
 - The CASA representative to the AFDO Board of Directors serves as a valuable link and this individual is afforded a voice in all AFDO issues and is kept informed of aspects of AFDO business
 - This person is expected to serve as a liaison between CASA and AFDO and is required to attend all AFDO Board meetings and provide the AFDO Board with CASA news
 - This person is expected to attend all CASA board meetings and provide the CASA Board with any/all AFDO news
 - This person is also expected to serve as a liaison between AFDO committees and the training director for AFDO for CASA
 - This person should encourage all CASA members to participate in AFDO
- Associate Representative (appointed)
 - Communicates and works with associate members, exhibitors and sponsors.
 - Prepares associate report for each board meeting
 - Gathers prizes for breaks during ETS
 - Suggests associate speakers for ETS
- Vice Associate Representative (appointed)
 - Assists Associate Representative as needed
- Seafood HACCP Alliance Representative (appointed)
 - The CASA board rep to the Seafood HACCP Alliance is expected to carry any concerns around seafood HACCP to the Seafood HACCP Alliance Steering Committee
 - AFDO will generally cover the cost for travel, however, due to funding, the costs may be split between AFDO and CASA

- Each rep from each of the AFDO affiliates is expected to attend Seafood HACCP Alliance board meetings and give a short report (about 5 minutes) on issues such as update on training needs; ideas for improvement; HACCP trainer programs; Sanitation Control procedures training; HACCP models, HACCP classes given; issues preventing the course being given
 - In addition, the CASA rep to the Seafood HACCP Alliance Board will sit on the committee to review and approve or deny applications for courses to be held. The SST (Seafood Science and Technology Society of the Americas) and AFT (Atlantic Fisheries Technology Conference) may meet on a subsequent day to the Alliance meeting, however, this is not part of the Alliance. These meetings may be listed as optional, however, this is not a required part of the meeting and does not really have anything to do with the Alliance board.
- Grant Coordinator (appointed)
 - Research, prepare and submit grant applications and reports in a timely fashion.
 - Communications Chair (appointed)
 - Maintains an active website, to include posting of educational opportunities and conference event information
 - Update information as necessary to keep the website up to date
 - Interact with other committees to obtain information on committee activities which will be reported on the website.
 - Advise the executive board of options or concerns relating to the website that will improve the professional appearance of the website and make it user friendly.
 - Maintain social media and Facebook page
 - Issues press releases from the CASA webmaster
2. Meetings of the Executive Board - The Executive Board will hold three (3) meetings per year. One (1) meeting will be held at the Annual Educational and Training Seminar and one (1) meeting will be held in summer at the proposed location of the next annual conference. A third meeting will be held in a location that is central and easily accessible. The location of the third meeting will be decided by a simple majority of board members present at the summer meeting. Additional meetings can be scheduled at the discretion of the board.
 3. Meetings of the Executive Board are open to the general membership except during extenuating circumstances where closed sessions are declared.

Section I. Awards

1. CASA Award

- a) The CASA Award Nomination Form is available in the Forms section of the Policy and Procedure Manual and on the website. The Nomination Form will not be mailed to the local conferences.
- b) The CASA Award Letter with the mailing address of the CASA Award Chairperson will be e-mailed to the President and representative to the Executive Board from each local conference by the Secretary of the Association no later than December 31st.

- c) The nomination from each conference shall be submitted electronically to the chairperson of the awards committee no later than February 1st.
- d) Refer to the CASA Constitution and By-Laws for additional information.

2. Scholarship

- a) The award(s), if given, will be announced at the CASA Awards Banquet during CASA's Annual Educational and Training Seminar. Expenses incurred by attendance of the winner(s) at the banquet, excluding the cost of the banquet, will not be reimbursed by CASA.
- b) The Executive Board may determine the number of awards given, and the amount of each award based on available funding.
- c) The Executive Board will determine the number of awards to be given and amount of each award at the summer board meeting (after review of available funding).
- d) The scholarship application is available in the Forms section of the Policy and Procedure Manual and on the website. Applications must be submitted to the Scholarship Chairperson no later than March 1st. Applications received after this date will not be eligible for consideration.
- e) Committee consists of three (3) voting members. Members serve for three (3) years and are appointed by the President of CASA. The current President of CASA will appoint one member, from the conference hosting the annual conference in three (3) years, to fill the vacancy that occurs each year. If a member resigns, the President will appoint a person to serve the remaining time on the committee.
- f) The committee member serving in the third year of their three (3) year term will be the chairman of the committee.
- g) The year 1 Executive Board member will serve as an ex officio member of the committee.
- h) A committee member must withdraw from the position if a family member is an applicant for the award.
- i) Eligibility
 - 1. The applicant must be a CASA member (includes all classes of membership) or in the immediate family (spouse, child, dependent) of a current CASA member or deceased CASA member. The CASA member must be a member in good standing for the current year and the previous two (2) consecutive years.
 - 2. The applicant must be a full time or part time undergraduate student or accepted as a full time or part time undergraduate student planning to attend college the next semester.
 - 3. The same individual can win the award a maximum of two (2) times.
- j) Criteria for selection - Points will be given in the following areas: academic achievement (maximum 25 points), scholastic awards (maximum 15 points), financial need (maximum 20 points), extra-curricular or volunteer work (maximum 20 points), personal narrative (maximum 20 points). Length of membership in CASA will be used to break a tie.

3. Incentive Award - Total maximum available for each conference (\$520). This calculation is based on the calendar year (January-December) and calculated by the Executive Officer from information contained on the CASA website. Information must be posted by May 1 to be eligible for reimbursement.

a. Membership

- 0 – 75 members \$30
- 76 - 151 members \$50
- 151-250 members \$70
- 251 + members \$90
- increase over previous year \$50

Maximum \$140

b. Training

- \$10 for each hour of CASA sponsored or co-sponsored training

Maximum \$300

c. Newsletters

- \$20 for each local conference newsletter, minimum of 4 printed pages

Maximum \$80

d. Awards are made at the awards banquet at the Annual Educational and Training Seminar in conjunction with the Dues Reimbursement.

4. Dues Reimbursement

Local conferences will be reimbursed for membership dues according to the following schedule:

Associate Members-\$20

Regulatory Members-\$9

Retired/Academic/Student Members-\$6.40

5. AFDO Endowment Fund – A minimum contribution of \$250 will be made to the AFDO Endowment Fund annually. Each year, at the Annual Educational and Training Seminar, the Executive Board shall review the donation and determine the appropriate contribution.

Section J. Invocation

An invocation or other reference to any religious practice will not be permitted at any CASA sponsored or co-sponsored function.

Section K. Committees

Advisory, Associate, Auditing, Communications, Constitution & By-laws, Drugs, Food, Laboratory, Local Arrangements, Membership, Nominating & Elections, Resolutions, Scholarship and Water.

Section L. Forms

1. CASA Award Nomination Form
2. H. Thompson Price, Jr. Scholarship Application



OFFICIAL NOMINATION FOR THE CASA AWARD

I. Nominee Information

A. Name _____

B. Agency _____

C. Address _____

D. Biographical Data

1. Birth Date _____

2. Birthplace _____

3. College Attended _____

4. Degree Obtained _____

E. Food and Drug Enforcement Background

1. Employment History (past 10 years)

a. Agencies:

1/ _____

2/ _____

3/ _____

4/ _____

b. Dates of Employment:

1/ _____

2/ _____

3/ _____

4/ _____

c. Positions Held:

1/ _____

2/ _____

3/ _____

4/ _____

2. Activities Worthy of Note:

3. Awards Received:

F. Service to CASA

1. Position Held

2. Committees Served:

3. Participation in Annual Conferences:

4. Other Activities:

G. Service to Local Conference

1. Positions Held: _____

2. Committees Served:

3. Special Projects Developed:

4. Training Conducted:

5. Other Activities

H. Service to the Consumer (list any significant activities related to consumer protection):

I. Service to Interagency Cooperation (list any work performed in improving cooperation among regulatory agencies):

J. Service to the Community (list civic, church, school, etc., activities):

II. Recommendation (summarize reasons your nominee should receive this year's CASA Award):

CENTRAL ATLANTIC STATES ASSOCIATION OF FOOD AND DRUG OFFICIALS

**A REGIONAL AFFILIATE OF AFDO
ASSOCIATION OF FOOD AND DRUG OFFICIALS**

APPLICATION FOR THE H. THOMPSON PRICE, JR. SCHOLARSHIP

This application, along with an official and complete college transcript (or for freshman applicants, a secondary school transcript) and two letters of recommendation (e.g., from a teacher, counselor, etc.), must be received by **March 1st** to be considered for the current year's award.

PLEASE TYPE OR PRINT CLEARLY

1. Student Name _____
2. CASA Member Name and Relationship (Provide proof of two-year membership) _____
3. School and address _____

4. Student's address _____

5. University or Projected University _____
6. Expected Degree and Major _____
7. College Entrance Scores: Total SAT _____ or Total ACT _____
8. Proposed Major and Minor _____
9. (a) Rank in Class _____ (b) Number in Class _____
10. Academic Awards or Honors: (If a college student, you can include your high school data, if necessary)

11. Scholarship/Aid Received for Upcoming Academic Semester/Year _____

Note: PLEASE INCLUDE INFORMATION ABOUT YOUR FINANCIAL NEEDS HERE. We do not need financial figures, but maybe an explanation of why you need the scholarship. Maybe you can estimate the tuition cost, other costs, anticipated grants, and why you feel you need the scholarship.

12. Extracurricular Activities (including offices held): _____

13. Include and describe specific Community Service: _____

14. Work Experience (if any): _____

On a separate sheet of paper, briefly describe how you meet the criteria, your career goals, and why you should receive this scholarship. The criteria are delineated in the accompanying information sheet which is attached.

APPLICATIONS SHOULD BE SUBMITTED TO:

Current Chair of CASA Scholarship Committee (Insert Here)

H. Thompson Price, Jr. Scholarship

General Information

This award is given yearly at the CASA Awards Banquet during CASA's annual education seminar. The award is given to commemorate the life and service of H. Thompson Price, Jr., a dedicated servant to American consumers for more than twenty-five years. Through his innovative ideas, tireless work, and enthusiastic encouragement, many food and drug regulatory officials and industry officials developed training programs and work-sharing agreements that promoted more effective and efficient consumer protection programs.

The criteria for this award reflects the love and dedication that Tom Price had for CASA and for every person that belonged to CASA or supported its goals and objectives. This award stands not only as a tribute to Tom Price, but as a reminder that CASA must always bring new members into its ranks and must always support and encourage the training and development of people. It is a symbol that the role of CASA will not only live on, but that its role will expand and grow.

Selection Committee

A Scholarship Selection Committee consisting of three voting members has been appointed to review the applicants and select the person to receive the award. Members serve for three years and are appointed by the President of CASA. Members of this committee will not participate if they have a family member who is an applicant for the scholarship. Therefore, the President will take this into consideration when appointing members to this committee.

The current President of CASA will appoint one member to fill the vacancy that occurs each year. If a member resigns, the President will appoint a person to serve the remaining time on the committee. The committee member serving in the third year of their three year term will be the chairman of the committee. The newest CASA Board Member will serve as an ex officio member of this committee.

The Selection Committee will rank the candidates using the criteria approved by the Executive Board and select the person ranked number one. If the committee cannot agree on a single selection or ranking, then the top three candidates will be referred to the Executive Board for consideration.

The Committee Chairman will maintain records regarding the applicants and prepare a report of the committee's actions for the Executive Board and the general membership.

The Selection Committee may not consider 'hearsay' information about an applicant. Therefore, only the documentation submitted by the applicant and other documented information will be considered in the evaluation process.

The name of the winner of the H. Thompson Price, Jr. Scholarship will be announced at the Awards Banquet during the annual education seminar.

Size of Scholarship

One \$1,500 scholarship will be given to the candidate selected by the Scholarship Selection Committee.

Financial Support

The scholarship fund principal will be invested in interest bearing accounts. The interest from this principal will be used to fund each year's scholarship. The Treasurer of CASA will invest the funds and report the status of this fund in routine financial reports to the Executive Board and to the membership.. The scholarship will be funded out of the general treasury until the scholarship fund is self-sustaining.

Checks reflecting the scholarship award will be made payable to the student and to the college of choice. If the choice of college changes, a new check can be issued provided the original one is returned.

Criteria for Selection of Award Recipient

The following criteria will be used by the selection committee to select the award recipient. The applicant must be:

- A CASA member or in the immediate family of a CASA member (spouse, child or dependent) (includes all categories of membership, i.e., Regulatory, Associate, etc.; and includes deceased CASA members). Note: The length of time of CASA membership will also be considered when reviewing applications. Also, the CASA member must have been a member of CASA for at least two consecutive years.
- A full time student or accepted as a full time student planning to attend college the next semester or a part time student pursuing an undergraduate degree.

Applicants will be required to submit a narrative statement describing their career goals.

To help rank the applicants, points will be given in the following areas:

- level of academic achievement and scholastic awards
- financial need
- community service work
- narrative justification
- applicants who have not received the H. Thompson Price Scholarship

Score Sheet for H. Thompson Price Scholarship

This scoring sheet is to be used to assist the committee with documentation of the abilities of the applicants. It is not to be used as a “hard and fast” grading sheet. The scholarship is intended to assist undergraduate students who have financial needs to attend college. Only information that is documented on the application can be considered-- hearsay is not to be considered. The Executive Board Representative is an ex-officio member of the committee to provide oversight, to report back to the Board, and to intercede if necessary. Therefore, their scores are not included in the average except in cases of a tie.

Scholastic Aptitude

(Maximum of 25 points)

| | |
|--|----|
| SAT 2,000 and over, Magna cum Laude, or top 5% of class | 25 |
| SAT 1,901 to 2,000, Summa cum Laude, or top 10% of class | 20 |
| SAT 1,800 to 1,900, With Honors, or top 20% of class | 15 |
| SAT 1,600 to 1,800 | 10 |

Score _____

Honors and Awards

(Maximum of 15 points)

3 points for each honor of this type (not all-inclusive):

-Outstanding student in subject area _____

-National Honor Society _____

-Governor’s School for the Gifted _____

2 points for each honor of this type (not all inclusive):

-Dean’s List _____

-President’s List _____

-Honor Roll (9th to 12th Grade) _____

Score _____

Financial Need

(Score from 1 to 20 points)

Documentation of financial need to include:

- Total cost for the year
- Receipt of other scholarships, grants, etc.
- Contribution of parent or agency
- Other extenuating circumstances such as serious illness of parents, other children in college, etc.

Score _____

Extra-Curricular or Volunteer Work

(Maximum of 20 points)

Award 1 to 3 points for each item listed. More time involved, community service should be given higher point value. This could include volunteer work in hospitals/nursing homes, volunteer work at church, coaching Little League, tutoring, participation in musical groups, sports, service organizations, or clubs, etc.

Score _____

Narrative

(Score from 1 to 20 points)

Mention career goals

Justify why he/she should receive the H. Thompson Price Scholarship

Good organization and thought process, legible, etc.

Score _____

Previous H. Thompson Price Scholarship Winner

Limit of two times to win the scholarship, in the interest of helping multiple students.

References

Use if the decision is close.

Notes:

Length of membership in CASA

Use if the decision is close. Number of years: _____