



# Church Teachers' College

## ALUMNI Association Inc.

Mandeville | Jamaica

### Memorandum of Agreement

between

Hope Grant and

**Church Teachers' College Alumni Association Inc. mutually agreed by Church Teachers' College**

**Mission:** To provide an opportunity for students of Church Teachers' College to receive financial support through the Mary Stewart Bright Futures Scholarship, inspired by the efforts of Church Teachers' College Alumni Association Inc in its endeavours to fulfill one of the primary goals stated in the Association's By-Laws.

#### **Background**

Having been established as an association of past students of Church Teachers' College (CTC), Church Teachers' College Alumni Association Inc (CTCAAi) discovered from the College's Principal that one of the expressed needs of students was their financial inability to complete their College programme. Further discussions revealed that there were also some individuals who wished to attend the College but did not as they lacked the financial wherewithal to do so.

Parallel to this were CTCAAi members with a desire to support students /prospective students in their pursuit to become a member of the teaching community. This resulted in Ms. Hope Grant's (Donor) wish to offer financial support to a Godfrey Stewart High School graduate of the current academic year or year immediately prior with a desire to pursue teacher education at CTC. The Scholarship was named in honour of Mary Stewart who worked relentlessly alongside her husband, the founding principal, Godfrey Stewart, to ensure that students would **reach their full academic potential**.

Therefore in the Association's continuing mission "...to promote and enhance the growth, progress, and general welfare of its students ...", the Board of Directors (Board) deemed it appropriate to establish and invite its members of the community to participate in the programme.

#### **Operational Plan**

In its commitment to protect the investment of donors and the welfare of the student who benefits from the contribution, the Board has established a Management Committee (Committee) to work closely with the Donor, the College and the student in addition to performing the various administrative functions of the STAR programme. The primary objective is to ensure the receipt and appropriate disbursement of the funds from the Mary Stewart Bright Futures Scholarship (MSBF) as well as the fulfillment of the student's obligation.

Requests to contribute to the STAR programme and the MSBF Scholarship may be received by the College, Board or Committee.

The Manager or a designee will work directly with the Donor to confirm the protocols of the programme; and communicate this to the Committee. The Committee will then prepare the programme description and delivery timeline for presentation to the Board. Also included will be a maintenance schedule to monitor the beneficiary's ability to fulfill the requirements of the programme, if necessary. Once approved by the Board, the Committee will post details of the available opportunity and receive applications. Following their review and a decision of the successful candidate, the Committee will submit a report to the Board to include a profile of all applicants and rationale for the selection. Having agreed with the Committee's recommendation, the Association's President will advise this to the College Principal then Donor of the Board's decision, before informing the recipient. The Board will ultimately receive and authorize payments of the MSBF Scholarship funds.

Given the Association's 501 (c) 3 status, any donor who makes a financial contribution to the programme and is living in the United States, will receive acknowledgement and receipt containing tax information

#### **Hope Grant agrees to:**

1. Meet with a Committee Member to agree on the protocols of the programme.
2. Provide the committed funds to the Board in full /special arrangement. In the event of a payment plan, advise the Board of an inability to meet his /her financial obligation six months prior to the due date.
3. Express any desire to amend protocols of the programme to the Committee through the Board; and adhere to the Board's decision.
4. Interact with the recipient only after expressed permission by the Board.

5. Submit requests regarding the recipient's performance and /or any other information to the Board.
6. Advise the Board of a desire to renew the programme within six months of its expiry date.
7. Accept the decision of the programme recipient by the Board as final.

**The Board agrees to:**

1. Arrange for a Committee Member to meet with the donor to discuss aspects of the programme.
2. Review programme description and timeline presented by the Committee; and approve same.
3. Communicate acceptance of programme description and receipt of funds /payment plan to its Committee and Donor.
4. Advise the College Principal of the availability of the opportunity.
5. Provide the required resources to post and manage selection of the recipient and disbursement of the funds.
6. Receive and manage disbursement of the Donor's contribution. In the event of a payment plan, establish a contractual arrangement to include payment amount and due date.
7. Ensure that the advertising, review and selection of the recipient are in keeping with the mission of the Association.
8. Communicate the recipient's name to the Principal and Donor, in writing.
9. Send congratulatory letter to the recipient.
10. Publish name of the recipient and description of the MSBF Scholarship.
11. Receive and establish, if necessary: -
  - a. Parameters regarding interaction between the donor and the recipient.
  - b. Requests to amend protocols of the programme
12. Monitor the recipient's performance via contact with the recipient and College.
13. Provide the Donor with a periodic report of the recipient's performance.
14. Contact the Donor with regards to extending /renewing the programme; and confirm protocols of the programme, where appropriate.

**Church Teachers' College mutually agrees to support the success of the STAR programme by:**

1. Providing specific areas of student needs that could be filled by a benefit programme.
2. Reviewing any benefit programme, as required by the Board.
3. Posting information and advising eligible students of the available opportunity.
4. Supplying information regarding the recipient's performance as required by the Board.
5. Provide official receipt of funds on College Letterhead.

This Memorandum of Agreement shall be reviewed annually or as necessary, to determine its continuation and/or need for modification.

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Hope Grant, Donor

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Garth Anderson, Principal, Church Teachers' College

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Mike Andrews, President, Church Teachers' College Alumni Association Inc

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Date



Mary Stewart Bright Futures Scholarship