



ESTHER FUNDS FOUNDATION

NATIONAL SCHOLARSHIP PROMOTION & ETHICS POLICY

Esther Funds Foundation

National Scholarship Promotion & Ethics Policy

Effective Date: May 8, 2025

Applies To: All chapters, scholarship chairs, executive board members, volunteers, and national ambassadors

1. Purpose

1.1 The purpose of this policy is to establish ethical, transparent, and equitable standards for promoting, reviewing, and distributing all scholarships, grants, and funding initiatives under the Esther Funds Foundation (EFF).

1.2 This policy protects students from misinformation, upholds donor trust, and ensures national alignment across all campuses and communication platforms.

2. Scope of Policy

2.1 This policy governs the following:

- EFF National Scholarships
- Chapter-specific or campus-hosted scholarships under EFF's name
- Social media posts promoting third-party or partner-funded scholarships
- Grants, academic stipends, and tuition/relief-based emergency funding
- All financial aid applications, campaigns, or student funding shared under EFF

2.2 This policy applies to **national headquarters, collegiate chapters, content creators, fundraising chairs, and any member posting or promoting funding on behalf of EFF.**

3. Scholarship Promotion Guidelines

3.1 All scholarships promoted by EFF chapters or media teams must:

- a. Be **currently open for application**
- b. Include a **clear and accurate link** to the official application source

c. Align with the mission of EFF by supporting students from underrepresented, low-income, first-generation, or faith-driven backgrounds

3.2 All social media or website posts must include the following disclaimer (or similar wording):

“Please review eligibility and application instructions on the official website. Esther Funds Foundation shares scholarships for awareness but does not guarantee selection or award.”

3.3 Chapters may not promote expired, unaffiliated, or unverifiable scholarships. Doing so may result in content removal and media suspension.

4. Ethics of Review & Selection (For EFF-Hosted Scholarships Only)

4.1 EFF will uphold a standard of **fair, unbiased, and transparent review** for all scholarship and grant applications.

4.2 Selection committees (whether national or chapter-level) must:

- Include at least **two reviewers**
- Remove personal biases and avoid conflicts of interest
- Never accept bribes, gifts, or favors in exchange for award consideration

4.3 All applications must be reviewed based on clearly published criteria.

4.4 Selected recipients must be notified via email, with a public announcement made only after confirmation is received.

5. Use of Funds & Award Distribution

5.1 EFF scholarships and funding must only be used for their stated purpose (e.g., tuition assistance, book grants, emergency aid).

5.2 Funds will be distributed directly to the institution or as outlined in the application process. Personal disbursements are only permitted in verified hardship cases with advisor and HQ approval.

5.3 Students must never be promised scholarship funds that do not exist or that have not been approved by HQ.

6. Partner and Donor-Funded Scholarships

6.1 Chapters may not partner with donors, sponsors, or firms to create or promote a scholarship without **prior written approval from EFF Headquarters.**

6.2 All external partners must:

- Align with EFF’s mission and values
- Sign the **EFF Partner Agreement Form**
- Submit scholarship terms, deadlines, and fund disbursement details in writing

6.3 EFF reserves the right to decline or terminate scholarship partnerships that lack transparency, accountability, or ethical alignment.

7. Emergency Fund Ethics & Boundaries

7.1 Emergency financial aid (e.g., groceries, tech, rent support) must be:

- Reviewed by national HQ or the designated emergency team
- Verified with supporting documentation when possible
- Tracked internally and disbursed via approved platforms

7.2 EFF may not raise emergency funds or donations without clear communication of purpose, intended recipients, and funding amount.

8. Disclosures, Conflicts of Interest, and Confidentiality

8.1 Scholarship chairs and reviewers must disclose any of the following:

- Personal relationships with applicants
- Financial ties to donors or partners
- Potential bias or inability to remain impartial

8.2 All applications, essays, and financial disclosures submitted to EFF are confidential and must not be shared outside the selection committee.

9. Violations & Disciplinary Consequences

9.1 The following actions are violations of this policy:

- Promoting false, expired, or misleading scholarships
- Making false promises of financial aid
- Accepting bribes or favoritism in the award process
- Mishandling or misusing funds
- Failing to submit reports for disbursed scholarships

9.2 Consequences may include:

- Immediate removal from leadership or scholarship review role
- Chapter probation or restriction from fundraising
- Legal action for financial misconduct
- Public correction or apology when needed to preserve integrity

10. Policy Oversight and Recordkeeping

10.1 All scholarships, awards, and emergency fund distributions must be logged and submitted to **EFF Headquarters** each semester.

10.2 Chapters must keep records of:

- Scholarship flyers and posts
- Review committee notes (if applicable)
- Award letters and confirmation emails
- Screenshots of payments, receipts, or institutional deposits

10.3 These records must be included in the semester's **Compliance Packet**.

For questions or review approval, contact:

✉ Email: scholarships@estherfundsfoundation.org

🌐 Visit: www.estherfundsfoundation.org

Scholarship Promotion & Ethics Acknowledgment Form

Esther Funds Foundation | National Headquarters

Required for all scholarship chairs, reviewers, content creators, fundraisers, and campus chapter leaders.

Individual Information

Full Name: _____

University / Chapter (if applicable): _____

Position/Title (e.g., Scholarship Chair, President, Media Team): _____

Email Address: _____

Phone Number: _____

Date: _____

Acknowledgment & Ethics Commitment

By signing this form, I acknowledge and affirm the following:

1. I have read and understood the **Esther Funds Foundation National Scholarship Promotion & Ethics Policy** in its entirety.
2. I agree to uphold the principles of **honesty, fairness, and transparency** when promoting, reviewing, or distributing any scholarships, grants, or emergency funds.
3. I will not promote expired, misleading, or unverifiable scholarships on behalf of Esther Funds Foundation.
4. I understand that **EFF does not guarantee scholarship selection** and will include the required disclaimer language when sharing opportunities.
5. I agree to maintain **confidentiality** when reviewing applications or handling any student information.
6. I will not accept bribes, show favoritism, or use my role to benefit friends, relatives, or myself financially.
7. I understand that all scholarship activities must be approved by National Headquarters and properly documented.
8. I release EFF from any liability tied to misrepresentation, funding disputes, or unauthorized promises of award made without national approval.

Signature

Signature: _____

Date Signed: _____

For Chapter Use Only:

☐ Role verified by Chapter Advisor

- ☐ Submitted to National HQ
- ☐ Added to Compliance Packet

Property of Esther Funds Foundation, Inc.