



**Kathy Schmidt Memorial Fund  
Tuition Assistance Award  
A Division of the Washington Reflexology Association**

**Review Board Rules and Guidelines**

Eligibility

- In order to apply and be eligible for the Kathy Schmidt Memorial Fund (KSMF) award, the applicant must be a member of the Washington Reflexology Association in good standing for one full year prior to applying.\*
- Individuals are eligible to receive the award one time per year, with a maximum of four awards in a lifetime.
- If an application is not chosen, the applicant must reapply each quarter to be considered for another class/award.
- The money is to be used for reflexology class tuition or reflexology conference with educational credits offered. The money cannot be spent for things such as books, supplies, WRA memberships or receiving reflexology sessions.
- The money is to go toward ONE class. This class can have multiple parts.
- The class location is NOT limited to Washington State.
- The class must be a reflexology class. If the nature of the class is related to reflexology, but not labeled directly as “reflexology”, the Review Board will decide on the appropriateness of the subject.
- The date of the class must be within six months after the application deadline. The award is not intended as reimbursement for classes that have already been taken.
- The amount of the award is \$150 or less. Situations where the scholarship would be less than \$150 are:
  - The total price of the class is less than \$150
  - The amount of the KSMF is less than \$150
  - There are two applicants in good standing and the review board decides to split the money equally between them.
- Any current member of the KSMF Review Board can submit an application for the award only after he or she steps down from the committee for the quarter of the award period to which he or she wants to apply.
- Application deadlines are:
  - 6 weeks before the start of the class if application is completed online at this website.
  - 8 weeks before the start of the class if application is sent by mail to the address below:

Washington Reflexology Association,  
Attn: Kathy Schmidt Memorial Fund  
PO Box 27, Tumwater, WA 98041
- The Chairperson of the Review Board will notify each applicant upon receipt of their application and or award and will follow up with recipient to fulfill post reward obligations.



### Scoring and Preference

- The applicants will be reviewed by the KSMF Review Board comprised of three to five individuals who are active members of the WRA. As with other committees, this is a volunteer position and does not need to be voted on by the members. If there are not enough volunteers for the Review Board, some or all of the current WRA Board members, including the Past President, will volunteer to act in their place. One person will be chosen to act as Chairperson and will have extra responsibilities described in these rules and guidelines.
- Scoring the applications and preferences:
  - Preference will be given to individuals with financial need.
  - Preference will be given to individuals who have not yet received the award, especially those who have applied multiple times
  - Consideration will be given to the individual's involvement in the WRA.
  - A maximum of 50 points can be awarded by each "judge". The totals from each "judges" are then combined together for a total score.
  - The award is given to the two applicants receiving the highest total scores.
  - In case of a tie for second place, the Review Board will discuss and vote on who shall be the recipient. A majority vote is required to reach a decision.
- Each member of the Review Board will be required to read and score each application. Copies of the application will be provided to each member of the Review Board for the purpose of scoring via email or mail. The group can communicate regarding the application and submit scores via email, in person, or by phone.
- Decisions on the applications must be made at least one month before the start of the class and the Chairperson will notify applicants by then as to whether or not they were chosen to receive the award.
- If there is only one applicant for the quarter the committee will award \$100 or \$150 to that applicant if they have not received funds in the current calendar year.

### Distribution of the Funds

- The award check will be paid directly to the institution or instructor hosting the class.

### Class Cancellations

In the event that the applicant is unable to attend the class, the money may be used for the SAME CLASS within one year. If the class is not offered again, or other reasons prevent the applicant from retaking the class within one year, the money must be returned to the KSMF. Dire circumstances will be reviewed by the Board. Any cancellation fees charged by the institution or instructor hosting the class are to be covered by the applicant, not the KSMF. The applicant will need to reapply if he or she wants to take a different class. Preference would be given to that application in this case. The situation must be explained on the application. The award is not transferable to another class.



### Recipient's Duties After the Class

- Proof of attendance (certification of completion) needs to be turned in to the Review Board within two weeks after the class has taken place, a scan, fax or emailed picture of the certificate sent via email to [info@washingtonreflexology.org](mailto:info@washingtonreflexology.org) is acceptable.
- If mailing please send to:  
Washington Reflexology Association,  
Attn: Kathy Schmidt Memorial Fund  
PO Box 27, Bothell, WA 98041
- The recipient is required to write a short article about the experience in the class he or she took according to the award rules and guidelines. The article may be published in the WRA's newsletter, which may be online or in print. It may also be used as a blog posting on the WRA's website. At the discretion of the KSMF Committee, the recipient could give a presentation at a WRA meeting within four months after the class has taken place in addition to or in lieu of writing an article. Please write a personalized story including your favorite parts of the class, your experience in and out of the class, and how you are or will utilize the learning in your practice. Please also include how others in the WRA might benefit from the class in the future if it is offered again. Do not give a recap or the class description.
- Failure to meet these requirements will result in a refund of the money, equal to the tuition assistance award, being owed to the KSMF, payable immediately by the recipient. The Chairperson of the Review Board is in charge of following up that these requirements have been met and enforcing the refund policy, if necessary.

*March 2019: Revisions were made to WRA mailing address and to eligibility, after a Board vote on 1/19/2019, to require that the applicant is Washington Reflexology Association in good standing for one full year prior to applying.*