

**Protocols of the Pontius Family Association Legacy Fund (PFALF) and  
Award (PFALA) Program (PFALFA)**

The Fund award could be used by Pontius descendants to pay for education tuition/costs, studies, technical training, field trips, etc., connected to the Pontius heritage. The appropriateness of the stated use by an applicant is decided by the Legacy Committee. This program is designed to encourage younger Pontius generations to become involved in the PFA, but does not intend to exclude older generations.

I. The **Pontius Family Association Legacy Committee (PFALC)** consists of three (3) people. The PFA President shall be the chairperson and two (2) committee members elected from the membership at the annual business meeting. The two elected members shall have one (1) year terms and may serve multiple terms.

II. Applicants for the PFALF Award must submit one (1) application and attend in-person, two (2) out of three(3) recent annual business meetings of the PFA to be considered to receive an Award. The PFALC shall verify the applicants attendance with the Membership Committee. Applicants must be a Pontius descendent or the legal dependent/kin of a Pontius descendent, and be recommended by a PFA member or spouse in good standing. All PFA members and spouses in good standing may apply for an Award on their membership basis alone. Multiple submissions and awards are permitted (see paragraph V below).

III. The PFA Legacy Committee may give out more than one award up to the maximum set by the BOD, based on the availability of funds as verified by the Treasurer and approved by the Board of Directors.

IV. The PFA Legacy Committee shall have the full power to select recipients and designate varying award amounts up to the maximum set by the BOD for the individual awards.

V. Eligibility and Attendance Criteria

- a. A person is first eligible to apply for an award upon entering the ninth grade. Current college attendees may apply. The person may be considered for the award the same year in which the second recent business meeting is attended by the applicant. In order for an applicant to receive the award at the second attended PFA business meeting, the application must be received by the Legacy Committee chairperson not later than sixty (60) days before that meeting. This allows time for the Committee to vet the applicant before the said business meeting. The award can then be presented to the applicant at the said business meeting. Once the application and attendance criteria has been met, an approved applicant need not be present at a later business meeting to receive the award.
- b. Overseas applicants are exempted from the two business meeting requirement, but are required to attend one Zoom meeting with the PFALF Committee.

- c. Subsequent requests by the same individual will require new applications and shall reset the attendance requirements to the current three (3) most recent business meetings. Any past business meeting attendance that falls within the current most recent three (3) year span may be used to meet the attendance requirement.
- d. Application forms can be obtained from the Legacy Committee chairperson, the PFA secretary or the PFA Website. Application forms will be available in hard copy format or an electronic version may be emailed to the applicant. The applicant may use an electronic means to submit a completed application in a Word Doc or Adobe PDF format.
- e. A copy of these protocols may be requested by an applicant or interested party.

#### VI. Record Keeping

- a. The PFA Legacy Committee chairperson shall maintain in the President's Continuity Book hard copies of all applications, verifications, responses, and all supporting documentation. Backup electronic copies shall be placed on the President's safety deposit box flash drive. All of these records shall be permanently maintained for continuity and audit purposes.
- b. A separate copy of all verified, approved, and funded applications shall be sent to the Treasurer for the PFA financial records.

VII. Any PFA Legacy Committee member being the parent, relative or guardian of an applicant or an applicant themselves shall abstain from voting on that application. If a tie vote needs resolved, the President or presiding officer for that current year shall appoint one of the PFA Vice Presidents as a temporary voting substitute for the ineligible committee member.

VIII. The committee shall take the following factors under consideration when granting the awards:

1. Completeness of Application
2. Purpose of award use
3. Academic Record as applicable
4. PFA Membership
5. Previous PFALF awards and their outcomes
6. Extracurricular Activities in and out of school as applicable
7. Lineage to Johannes, Nicholas, Maria or Friedrich Pontius (if known) as confirmed by the PFA Archivist.
8. Frequency of attendance at the annual PFA business meetings as verified by the Membership Committee.

- IX. The Legacy Committee is authorized to solicit and accept voluntary contributions as it deems fit and proper from non-PFA members, as well as the current PFA membership in order to keep the Fund financed. As a means of Fund sustentation, it may request the Board of Directors to authorize the raising of funds and/or transfer of other funds to the Legacy Fund. An annual business meeting report shall be given as to the funds received and dispersed.
- X. The PFA Legacy committee may make a motion to increase the award amount during any Board of Director's meeting. This amount must be based on available funds as previously verified by the Treasurer and approved by a majority of Directors in attendance.
- XI. The PFA Legacy Committee chairperson shall send an approval or denial letter to the applicant on PFA letterhead. An approval letter will state the amount of the award and its effective date. If feasible, a PFA check for the awarded amount will accompany this letter. A denial letter will state the reason the applicant is not receiving an award. These notifications shall be sent to the applicants not later than sixty (60) days after the applicable required second attendance by the applicant. The letter may be sent by electronic means.