



## Overseas China Education Foundation (OCEF)

### **OCEF Fund Management System**

Guidelines in selecting students to be sponsored and the managing and releasing of fund:

1. OCEF works closely with schools in impoverished areas in the identification of students in need. The identification of such schools starts with nomination by local Oversea Chinese Unions or by donors who are familiar with the area. Also essential for OCEF operation in an area is the nomination of a local volunteer who can serve as our Coordinator.
2. After the nomination of a local volunteer as Coordinator, OCEF will interview him/her, usually by phone. If qualified, the volunteer will be appointed as Coordinator. The Coordinator will work with representatives from local school to nominate students in need.
3. If OCEF fails either to find a local school to collaborate with or to find a qualified individual as local Coordinator, OCEF will not be able to consider student application from the area.
4. All nominated students will receive the OCEF Tuition Aid application forms.
5. The applicants are required to fill the application form themselves, with the exception that teachers or Coordinator may fill application forms on behalf of students of lower than the second grade.
6. Coordinator and school representatives shall mail completed application forms to OCEF volunteers in Shanghai or Beijing, along with students' transcripts, references from teachers and family financial statement forms.
7. OCEF volunteers in Shanghai/Beijing will collect applications from all of China and mail them to OCEF headquarter in Houston, Texas. Alternatively, when an OCEF volunteer happens to travel to the US, he/she may bring the applications personally so that we can save the postage.
8. Applications will undergo a first round review by OCEF donors and/or volunteers.
9. Qualified applications will undergo a second round review by a Re-Examination Panel appointed by OCEF Executive Committee.
10. Students who successfully pass the re-examination will be sponsored in the coming academic year.
11. OCEF deliver funds to schools twice a year, in the beginnings of fall and spring semesters, respectively.
12. The names of sponsored students and the amount of fund that each student receives shall be publicly announced by the schools and posted for at least one month.
13. Fund is released at a publicly held gathering attended by the headmaster, school representatives, OCEF Coordinator(s), all sponsored students and their teachers.

Parents of sponsored students', in particularly primary school students, shall be encouraged to attend. The sponsored students shall be photographed. Any disbursement from the student fund, including disbursement in the name of home visit cost or school overhead, is strictly prohibited.

14. The school shall send OCEF all receipts endorsed by the sponsored students as well as all pictures taken at the fund release gathering.
15. To examine if the above guidelines are followed by schools/Coordinators, OCEF Inspectors will visit the schools and sponsored students at indefinite times. A report will be sent to OCEF after inspection and will help determine whether funding will continue in the next year.