

*UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION
SCHOLARSHIP FOUNDATION
ANNUAL REPORT
2003*

Board of Directors:

Donald E. Hess, CW4 Retired, USA President and Chairman
Richard Scalzo, CW5 Retired, USAR Secretary
Robert D. Scott, CW4 Retired, USA Treasurer
Frank M. Stamey, CW4 Retired, USA Director
Rufus Montgomery, CW5 Retired, USA Director

The term of office for all Directors is two years, beginning in 2003. The board members may be reappointed as the USAWOA National President sees fit or as deemed necessary by the majority of the board.

The foundation Bylaws require an annual meeting and any other special meetings as needed to conduct the business of the organization. Meeting may be held within or without the state of Virginia and are normally held at the office of the United States Army Warrant Officers Association, our legacy organization at 462 Herndon Parkway, Suite 207 Herndon, VA 20170-5235. During 2003 board meetings were held on 3 May, 5 June, and 3 August. All planning and operational functions are carried out by these volunteers

The primary function of the foundation is to solicit funds, insure the impartial evaluate of applications for scholarships and award as many scholarships as possible within the foundations financial means. This will be accomplished utilizing primarily volunteers for each function (soliciting, evaluations, administration, etc.)

The United States Army Warrant Officers Association Scholarship Foundation is a result of decisions made by the senior official of the legacy or parent organization, the United States Army Warrant Officers Association. The need for funding assistance for family members of the association's membership was well documented, but under the association's current operating authorizations, some fund raising activities were not available to them, limiting how many scholarships could be given each school year. After much research and discussion it was decided to form a new legal entity as a 501 (c) (3) sanctioned by the US Internal Revenue Service. In this manner the organization could solicit funds in the form of donations and grants from individuals, corporations and other entities as well as take part in such efforts as the Combined Federal Campaign. A partial Board of Directors was selected by the National President of the USAWOA and they selected and inducted individual to fill the rest of the board positions. Officers were elected and the move forward began.

On 28 March 2003 the foundation was incorporated in the state of Virginia and immediately prepared the necessary documentation to operate the foundation and to submitted to the IRS for formal recognition as a 501 © (3) organization. On 15 September 2003 the IRS granted this designation to the foundation.

From the beginning it has been the intent that the foundation would be a volunteer operated organization and in support of this effort the USAWOA Board of Directors agreed to provide limited services without charges for those functions that could require more frequent interaction such as handling telephone calls, sorting mail, the required book keeping support. They also upgraded their current accounting software to a version that supported Non-Profit organizations. In addition they agreed to provide some limited space in the USAWOA Hqs. from which the foundation could operate.

The Pentagon Federal Credit Union with which USAWOA is affiliated donated a used but serviceable computer system for the foundation's use. It will be used by volunteer staff for solicitation letter, thank you letters, database support, etc.

A small amount of funds were provided by USAWOA to allow the foundation to open savings and checking accounts to operate the organization. Once the 501 (c) (3) recognition was granted the next step was the registration to solicit in the up to 44 jurisdictions that require such registration. The intent has been to create the organization, do all required documentation for the various state and/or federal agencies and begin operating shortly after 1 January 2004. Due to the limited assets and funds the organization had available the IRS 990EZ (short form) was to be completed for filing in January 2004.

The plan was for the USAWOA transferred the balance of the accumulated Scholarship Funds to the Foundations for their accounting and use in early January 2004. During this same time period the volunteers would also complete all state registration, file for inclusion in the 2004 Combined Federal Campaign and review, modify as need and publish the operating procedures to be utilized for the 2004 and future fund raising campaign.

The foundation has accomplished all of its planned 2003 goals and objectives and is well on the way towards the goals and objective for 2004.

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Donald E. Hess, CW4, U.S. Army Retired
President and Chairman of the Board

USAWOA Scholarship Foundation 2/12/04