



Texas Association  
for College Admission  
Counseling

## Anne Naman Fund Guidelines

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### **About Anne Naman**

Anne Aresty Naman was born in Highland Park, Illinois. She graduated from Central High School in Omaha, Nebraska in 1969. She received her B.A. degree from Wellesley College in 1973 and then specialized in nineteenth-century English literature at the University of Sussex in Brighton, England where she received the M.A. and M.Phil research degrees, graduating in 1976.

Anne was involved in teaching English both on the high school and college level. She began her teaching tenure at St. Johns School and ultimately became a college counselor. She left St. Johns in 1996 and became Director of College Counseling at The John Cooper School in The Woodlands, TX where she remained until her retirement in 2012.

She was an active member of the National Honor Society Phi Beta Kappa as well as the National Association for College Admission Counseling (NACAC). For over 20 years, Anne served as an active Texas Association for College Admission Counseling (TACAC) member and received the Honorary Lifetime Member award in 2013.

Anne was a TACAC leader and mentor and firmly believed in the power of education and was a strong proponent of professional development opportunities. In her memory, The Anne Naman Fund was established to provide grant assistance to support programs and education professionals for their continued growth and development.

Funds will continue to be raised through the following avenues, but are not limited to the annual conference raffle, end of the year surplus pending finance committee approval, and online donations. TACAC PD will be built into the TACAC annual budget and NACAC PD could vary from year-to-year based on available funds. All fellows funding will be in the Anne Naman Fund account.

## **Fellows Opportunities**

Active members of TACAC are encouraged to apply for the following professional development opportunities at the state and/or national level based on funding availability. TACAC fellowship opportunities are open to non-members. Those interested in applying for these opportunities will need to complete an online application.

### TACAC

- Annual Conference
- Admission and College Counseling Institute (ACCI)
- TACAC Leadership Development Institute (LDI)
- Middle Management Institute (MMI)

### NACAC

- Annual Conference
- Guiding the Way to Inclusion (GWI)
- NACAC Workshops and Seminars

Whether attending TACAC or NACAC professional development, all fellows will be named the Anne Naman Fellows.

### **For TACAC professional development (PD) opportunities**

Fellows program chair will:

- Facilitate the opening and closing of the applications with TACAC executive director based on the timeline agreed upon by the chairs of each PD opportunity (see draft of timeline below).
- Facilitate the distribution of the application and selection rubric to the committee of readers. The committee will be composed of one of the membership co-chairs, the mentorship program chair, a past president, and a past fellow, and chaired by the Fellows chair.
- Coordinate conference calls for final selection of candidates. Email final candidates along with allocated funding amounts to the TACAC president for approval.
- Notify recipients of awards and communicate with unselected candidates.
- Work with TACAC executive director to coordinate registration and payment discount for Fellows for each PD opportunity.
- Provide certificate of completion at the end of PD opportunity and encourage Fellows to serve on a TACAC committee distributing the names to those chairs of the committees of interest.
- Collect from each Fellows recipient a written statement of their experience and the gained benefits for future use in marketing and communication.
- Produce an itemized expense list for each PD opportunity and send it to the treasurer. The list needs to include registration, lodging, and membership.

### **Timeline for TACAC PD Fellows:**

- **August** - The presidents' council (immediate past president, president, and president-elect) will determine the extra revenue generated from the previous fiscal year and allocate funding for potential fellowships for each PD opportunity for the upcoming year. Treasurer will share Fellows' funding with chairs for each PD event as well as the Fellows' program chair.
- **September** - The treasurer will ensure the necessary funding is in the Anne Naman Fund account to award Fellows throughout the year. This includes but is not limited to bank transfers to the appropriate bank accounts as stated in the fiscal policy.
- **October** - Application and nomination forms for TACAC Annual Conference and MMI Fellows will be reviewed, edited, and revised for the new application cycle.
- **November** - Applications will open for TACAC Annual Conference and MMI Fellows.
- **Early January** - Applications distributed to Fellows' readers committee for selection.
- **Mid-Late January** - Conference call scheduled for final selection. Final Annual Conference and MMI Fellows' candidates will be emailed to the president's council for approval.
- **Late January** - TACAC Annual Conference and MMI Fellows' selection & award letters emailed with a request to accept fellowship by mid-February.
- **Late February** - Application form for Leadership Development Institute (LDI) and Admission and College Counseling Institute (ACCI) will be reviewed, edited, and updated for the new application cycle.
- Confirmation of TACAC Annual Conference and MMI Fellows received with instructions on the registration process.
- **March** - LDI Fellows' application open.
- **Late March/Early April (day after conference ends)** - ACCI Fellows' application open.
- **Early April** - LDI Fellows' application closes and will be distributed to Fellows' readers committee for selection.
- **Late April** - Conference call scheduled for final selection for LDI Fellows'. LDI Fellows' candidates and their funding award will be emailed to the president for final approval. ACCI Fellows' application closes and will be distributed to Fellows' readers committee for selection.
- **Early May** - LDI Fellows' selection & award letters emailed with a request to accept fellowship by late May.
- **Mid-May** - Conference call scheduled for final selection for ACCI Fellows'. Final ACCI Fellows' candidates and their funding award will be emailed to the president for approval.
- **Late May** - Confirmation of LDI Fellows received with instructions on the registration process. ACCI Fellows' selection & award letters emailed with a request to accept fellowship by the end of May.
- **June** - Confirmation of ACCI Fellows received with instructions on the registration process.
- **July** - Ensure that all Fellows' itemized expense lists for the fiscal year have been sent to the treasurer.

## **For NACAC professional development (PD) opportunities**

Immediate past president will:

- Facilitate the opening and closing of the applications with TACAC executive director based on the timeline agreed upon by a committee of past presidents chaired by the immediate past president.
- Facilitate the distribution of the application and selection rubric to the past presidents' committee who will serve as readers. While we currently do not have any past presidents serving in this capacity, an email invitation from the immediate TACAC past president will be sent to collect interest in forming this committee.
- Coordinate conference calls for final selection of candidates. Work with the past presidents' committee to allocate and distribute appropriate funding for each fellowship to a NACAC PD opportunity.
- Email final candidates along with allocated funding amounts to the TACAC president for approval.
- Distribute selection and funding award letters to selected Fellows.
- Receive acceptance of the awards and work with TACAC executive director and treasurer to coordinate payment for Fellows for each NACAC PD opportunity.
- At the end of the NACAC PD opportunity, Fellows recipients will be invited to provide a written statement of their experience and the gained benefits to the executive board and past presidents' committee for future use in marketing and communication.

## **Timeline for NACAC PD Fellows:**

- **August** - presidents' council will determine the extra revenue generated from the previous fiscal year and allocate funding for potential fellowships for NACAC PD opportunities for the upcoming year. The treasurer will share Fellows' funding with Fellows' program chair.
- **September** - Application forms for NACAC Fellows programming will be developed and created for the new application cycle. (*Application form will be similar to our current Fellows template.*)
- **February** - Application forms for NACAC Fellows will open for all upcoming events (e.g., Guiding the Way to Inclusion, virtual workshops and seminars, and NACAC Annual Conference).
- **End March** - Applications will close. Applications and nominations will be distributed to the past presidents' committee for selection.
- **April** - Conference call scheduled for final selection. Past presidents' chair and past presidents' committee will allocate funding for each final candidate. Final NACAC Fellows' candidates and their funding award will be emailed to the president for approval.
- **End April** - NACAC Fellows' selection & award letters emailed with a request to accept fellowship by February.

- **May** - Confirmation of NACAC Fellows received and instructions on the registration and distribution of funding process emailed to NACAC Fellows.
- **June** - NACAC Fellows recipients will report on their experience and gained benefits to the executive board and past presidents and to encourage other members to consider applying for a fellowship.

### **Funding can be utilized for the following items:**

- Travel (hotel expenses, airfare, ground transportation)
- Membership fees
- Registration fees
- Other (specified by committee)

### **Funding Limits**

- A funding request should not exceed \$1,000.
- Anne Naman Fellows awards will be limited to a maximum of two separate awards per individual