

12/11/17



## Policy # 12

### Hy Pitt ASQ Milwaukee Section College Education Scholarship

#### 1.0 Scholarship Name

This scholarship shall be named the "Hy Pitt ASQ Milwaukee Section College Education Scholarship". Administration of this scholarship does not discriminate on the basis of race, color, national, ethnic origin, or religion.

#### 2.0 Scholarship Availability

Each year one scholarship is available to a high school senior student within the geographical area of the ASQ Milwaukee Section (Section 1202). The area shall be determined according to the ASQ National website at [www.asq.org/sections/](http://www.asq.org/sections/), and selecting the link "Find a Section Nearest You". Enter the ZIP code of the applicant, and observe which section is reported. Presentation of the Scholarship Award may not be made every year, if there are no qualified applicants for the scholarship. This scholarship is funded by the Milwaukee Section.

#### 3.0 Scholarship Award

The amount of the scholarship is \$1000. Any change in amount must be approved by vote of the Section Leadership Team.

#### 4.0 Eligibility Requirements

1. Applicant must be a current senior in high school who will complete his/her academic requirements for graduation prior to the college term applied for. Applicant must have a cumulative grade point average (GPA) of 3.25 or above (based on a 4 point system).
2. Applicant must enroll or plan to enroll full time in a two or four-year program of study at an accredited college or university.
2. Applicant must be sponsored by a member in good standing of the ASQ Milwaukee Section. Obtain the sponsor's member number and enter on the application form.

12/11/17

4. Open to all students in general as well as the individual members of ASQ Section 1202. A section member may sponsor any and all eligible members of their immediate family. Members of the Section Leadership Team may sponsor an applicant. However, that member or Leadership Team member is then ineligible to serve as a member of the Scholarship Committee.
5. Applicant must complete the Hy Pitt ASQ Milwaukee Section Scholarship Application Form and mail to the address shown on the application form.
6. Applicant must provide a 250 word minimum written essay with their scholarship application addressing how quality relates to their chosen profession or major. The essay should explain why the applicant should be considered; include a discussion of qualifications, career goals, and how this award will support achieving those goals. The essay must be typed, no smaller than 10-point type, and no longer than 1 page.

## 5.0 Application Procedure

Applications are available at [www.asqmilwaukee.org](http://www.asqmilwaukee.org). The application must be completed in full, and received no later than April 1<sup>st</sup>. Only applications complete with all supporting documentations will be considered for scholarship review. Scholarship application materials cannot be returned. The application must be accompanied by the following objective evidence.

Acceptable objective evidence:

- a. The application form with a list of academic honors, awards, and academic accomplishments to date. Also a list of extracurricular / community service activities while attending high school is requested.
- b. The completed Scholarship Confirmation form. Applicant should provide their guidance counselor with the completed form and a pre-addressed stamped business envelope for mailing a certified copy of their transcript to the Section Scholarship Committee Chair. The address is shown on the application form.
- c. The completed application form should also be provided to the guidance counselor with instruction that the packet (application and transcript) be submitted using the included envelope to the address provided on the application form.

## 6.0 Scholarship Committee

12/11/17

The Section Chair shall appoint a Scholarship Committee Chair and a minimum of three members of the Leadership Team to serve on the committee to evaluate applications. Applications are reviewed, evaluated, and scored by the Scholarship Committee in confidence.

Application materials will have name and other identifying information blacked out to insure unbiased scoring. A random number will be assigned to each application for identification and scoring purposes.

### 7.0 Scholarship Application Evaluation Process

Applications are evaluated and scored using a 5 point scale on each of the following:

Criteria	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
GPA (3.25 minimum)	3.85 – 4.00+	3.70 – 3.84	3.55 – 3.69	3.40 – 3.54	3.25 – 3.39
Academic Honor or Awards	5 or more awards/honors	4 awards/honors	3 awards/honors	2 awards/honors	1 award/honor
Non-academic or Community Service	5 or more activity	4 activities	3 activities	2 activities	1 activity
Essay	- Length/font met - Direct relationship to quality field - Justification for consideration - Qualifications and career goals defined	- Length/font met - Direct relationship to quality field - Qualifications and career goals defined	- Length/font met - Relationship to quality field - Qualifications or goals defined but not both	- Length/font met - Relationship to quality field - Neither qualifications or goals defined	- None of essay criteria met. Award 0 points if no essay is submitted.

Perfect score would be 20. Scores in some categories could vary with committee member. Scores will be averaged and the average applied to rating tally.

Each committee member may have differing opinions in judgment of the essay.

Applications shall be reviewed and verified by the Scholarship Committee Chair but evaluated by committee members. In the case of a tie score, a drawing will be held for final selection. Applications determined to not meet the criteria shall be verified by one

12/11/17

additional committee member. Any discrepancies will be resolved by the committee chair. Decisions of the committee shall be considered final.

Questions and/or concerns from applicants shall be directed to the Section Chair and Scholarship Chair/Committee no later than one (1) week after the scholarship recipient has been selected and all applicants have been notified.

## **8.0 Records Storage and Retention**

All applications received will be stored on the ASQ Sharepoint section website for a period of 4 yrs. after the award date for a respective year. The applications will then be deleted at the end of the respective retention period.

The applications will be stored in a restricted access folder on Sharepoint. This folder is only accessible by the Scholarship Committee Chair, Section Chair, and Sharepoint site manager.

## **9.0 Scholarship Recipient Award**

The Scholarship Committee Chair shall inform the section treasurer of the scholarship award recipient.

The recipient will be notified by the Awards Committee Chair. The recipient must respond within one week of selection notification indicating his or her acceptance of the scholarship. All applicants - both recipients and non-recipients - will be notified of the final scholarship selection results.

The Scholarship winner(s) and sponsor(s) will be notified via email and will be invited to the June Regular Section meeting as a guest(s) of the Section at which time the Award will be presented publically. Scholarship checks will be issued to the recipients upon proof of registration at an accredited college or university, submitted to our Section Treasurer.

## **10.0 Privacy Policy**

Award application materials cannot be returned to applicant. All personal information contained in the application materials shall be considered confidential, and will only be shared with ASQ Milwaukee (Section 1202) Award committee members with personal identifying information blacked out per 6.0. Application materials are retained per the documentation retention period defined in 8.0.

12/11/17

## 9.0 Authority

_____ Chair	_____ Date
<i>Jasmine Hamed</i> _____	<i>12 / 11 / 17</i> _____
_____ Secretary	_____ Date
_____ Scholarship Committee Chair	_____ Date

This policy was approved by the ASQ National Board of Directors at the Nov. 2017 Meeting.

Attachments: Hy Pitt ASQ Milwaukee Section Scholarship Application form; Scholarship Confirmation form