

REVISION HISTORY

Revision	Description	Date	Approved By
1	Initial Release – RIASQ Scholarship Rules & Procedures	01/18/2016	B. Soares S. Blanchette J. Skory
2	Updated per Leadership Committee Direction	12/31/2010	Dean Chapman Rich Rattey B. Soares
3	Updated Section 1 (added e-mail address) and Note in section 2	08/31/2011	D. Chapman R. Rattey B. Soares
4	Updated Section 7.2.1 and Section 7.2.2	02/03/2016	B. Soares
5	Updated Section 7.2.1 and Deleted 7.3.4	02/19/2017	B. Soares M. Menard
6	Updated Section 2.0, 4.1, and corrected Format	12/04/2017	J. Skory
7	Updated Section 7.3.2 and 7.3.3	3/1/2019	K. Hayes

Rhode Island Section 0107 American Society for Quality

PROPRIETARY NOTICE

Except as otherwise agreed in writing, the information disclosed herein are the property of RIASQ, and must not be copied or distributed except to authorized persons with a genuine need-to-know who, by the use hereof, acknowledge RIASQ ownership and agree to maintain this information in strict confidence

TITLE

RI 0107 Section Scholarship Procedures

REV.&DATE

Rev703/01/2019

SHEET 1 OF 3

1.0 PURPOSE

- 1.1 To establish an operating procedure for the administration of Rhode Island ASQ section 0107 scholarship funds.

2.0 SCOPE

- 2.1 This procedure is applicable to individuals who are either involved in the application for or the administration of ASQ Rhode Island Section 0107 scholarships.

3.0 RESPONSIBILITY

- 3.1 The RIASQ0107 Executive Committee is responsible for the review and revision of this procedure.

4.0 DEFINITION(S)

- 4.1 Scholarship: J. Monaghan, Jr. and Sidney F. Clark Memorial (Both of these individuals were pioneers of the Rhode Island section and key in the development of the RIASQ Section 0107 activities.
- 4.2 RIASQ (Rhode Island American Society for Quality)

5.0 SUPPORTINGDOCUMENT(S)

- 5.1 Scholarship Application (go to the www.riasq.org Scholarship Page for application)
- 5.2 Judges Score Sheet

6.0 RECORD(S)

- 6.1 Scholarship Application
- 6.2 Judges Score Sheet

7.0 POLICY ANDPROCEDURES

- 7.1 Amount of Award
 - 7.1.1 One \$1000 and one \$500 scholarship award will be made annually
 - 7.1.2 Two \$750 scholarships will be issued if the final points awarded are within 5 points of each other.
 - 7.1.3 These awards are guidelines. The RIASQ Officers may adjust the awards for a variety of reasons (i.e. fiscal shape of the section, number of applications received, etc.)
- 7.2 Applicant Eligibility
 - 7.2.1 The applicant must have been accepted for, or currently enrolled with an accredited college or university, as a full-time student.
 - 7.2.2 Scholarship is available to any person who meets these criteria. It is not limited to members or relatives of RIASQ.
 - 7.2.3 Selection criteria for RIASQ Section 0107 Scholarship includes but is not limited to:

- Academic achievement
- Involvement in school activities and/or student/professional organizations
- Community Activities
- Personal Interests
- Career Objectives
- Essay

7.2.4 Graduate students are not eligible for this award.

7.2.5 Previous scholarship winners are not eligible for subsequent awards.

7.3 Application Process

7.3.1 Via the Rhode Island ASQ 0107 website www.riasq.org and/or newsletter the section will advertise, to all members of the Rhode Island Section 0107, of the availability of the scholarships, and the means to obtain the rules governing the applications, prior to March01.

7.3.2 Applications must be made on a current revision of the RIASQ0107 Scholarship Application form. ((See scholarship page on RIASQ web site - www.riasq.org)

7.3.3 Applications must be emailed or postmarked by May 1st in order to be eligible and must be mailed to “Scholarship Committee Chairperson”, whose postal and email address are to be listed on the RIASQ website (www.riasq.org)

7.4 Award Selection Procedure

7.4.1 The RIASQ Section 0107 Scholarship Committee Chairperson will be appointed by the Executive Committee Chairperson, who will solicit a minimum of two (2) current RIASQ0107 members to serve on the Scholarship Committee. (Hereafter referred to as judges). Selected judges cannot have a family member in the running for a scholarship. The Scholarship Chairperson will oversee the selection and award process.

7.4.2 The judges will review all applications meeting the criteria stipulated in 7.2 after the application deadline. Each judge will evaluate and rank each application and submit the results to the Scholarship Committee Chairperson in writing on the Judges Scoresheet.

7.4.3 The Scholarship Committee Chairperson will review the individual rankings and determine if there is a first and second ranked candidate as such by a majority of the judges. If there is no such determination by a majority of the judges, the top 3 candidates will be submitted to the RIASQ Section 0107 Executive Committee Chairperson who will provide the tie breaking vote.

7.4.4 The RIASQ Scholarship Chair will ensure that all applicants are notified of the award.

7.4.5 The Scholarship Committee Chairperson will ensure that all applications and the written reviews of the judges are maintained on file until the scholarships are awarded.

7.4.6 Scholarship Applications and reviews will be shredded after the yearend books are closed.