

**REVISION HISTORY**

<b>Revision</b>	<b>Description</b>	<b>Date</b>	<b>Approved By</b>
1	Initial Release – RIASQ Scholarship Rules & Procedures	1/18/06	B. Soares S. Blanchette J. Skory
2	Updated per Leadership Committee Direction	12/31/10	Dean Chapman Rich Rattey Bob Soares
3	Updated Section 1 (added e-mail address) and Note in section 2	8/31/11	Dean Chapman Rich Rattey Bob Soares

**Rhode Island Section 0107 American Society for Quality**

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**ENVIRONMENTAL STATEMENT**

TITLE

**RI 0107 Section Scholarship Procedures**

DWG. NO.

INIT. REL. REV. & DATE

**Rev 3 8/31/11**

CAGE CODE

SHEET 1 OF 6

## **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 all members of ASQ Rhode Island Section 0107 who are either involved in the application for or the administration of ASQ Rhode Island Section 0107 scholarships.

## **3.0 RESPONSIBILITY**

- 3.1 The RIASQ 0107 Executive Committee is responsible for the review and revision of this procedure.

## **4.0 DEFINITION(S)**

- 4.1 Scholarship (Promote Education in Quality)
- 4.2 RIASQ (Rhode Island American Society for Quality)

## **5.0 SUPPORTING DOCUMENT(S)**

- 5.1 [Scholarship Application](#) Rev 003 ([Click here for printable .PDF application](#))
- 5.2 [Judges Score Sheet](#) Rev 003

## **6.0 RECORD(S)**

- 6.1 Scholarship Application
- 6.2 Judges Score Sheet

## **7.0 POLICY AND PROCEDURES**

### **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 be a direct family member (child, stepchild or fully supported dependent or grandchild) of a current member in good standing (hereafter referred to as sponsor) of RIASQ section 0107. Electronic memberships do not qualify, only individual memberships with section 0107 designated as the home section.
- 7.2.2 The sponsor must have been member in good standing of ASQ Rhode Island Section 0107 for a minimum of two consecutive years
  - 7.2.2.1 The applicant must have been accepted for, or currently enrolled with an accredited college or university, as a full time student
  - 7.2.2.2 Graduate students are not eligible for this award

7.2.2.3 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](http://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 March 01
- 7.3.2 Applications must be made on a current revision of the RIASQ 0107 Scholarship Application form (see appendix)
- 7.3.3 Applications must be postmarked by May 1<sup>st</sup> in order to be eligible and must be mailed to "Scholarship Committee Chairperson, whose address is to be listed on the RIASQ website ([www.riasq.org](http://www.riasq.org))
- 7.3.4 Applications must be accompanied with proof of acceptance by the college stipulated in 7.2.2.1

### **7.4 Award Selection Procedure**

- 7.4.1 The RIASQ Section 0107 Scholarship Committee Chairperson will be appointed by the Executive Committee Chairperson after the application deadline, who will solicit a minimum of two (2) current RIASQ 0107 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 Score sheet.
- 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 tiebreaking vote.
- 7.4.4 The RIASQ Section 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 year end books are closed (August 1<sup>st</sup>).