

**AMERICAN SOCIETY for QUALITY, OLDE COLONY SECTION # 0111**  
**PROCEDURE 13.1**

**SCHOLARSHIP RULES & PROCEDURES**

<b>REVISION</b>	<b>DESCRIPTION</b>
<b>F</b>	Changed deadline date to June 1 <sup>st</sup> to allow for June award.
<b>G</b>	3.2.1 Added: ‘grandchild’ 3.2.4 Deleted: exclusion of graduate students 3.2.8 Deleted : Chairman’s address 3.3.3 Added: ‘within 30 days’, Format change 3.3.4 Added: ‘from each judge’, ‘by a simple average the overall ranking of each’ 3.3.4 Deleted: ‘If there is no such determination by a majority of the judges, the top 3 candidates’ replaced with ‘Ties’. 3.3.7 Deleted: 3.3.7 Career Objectives: Revised format.
<b>H</b>	Reference B: Deleted 3.1.1: Revised to clearly define how the distribution of the scholarship will be handled in the case of a tie. 3.2.3 Deleted the word ‘day’. Renumbered the remainder of section 3.0. 3.3.1: Expanded the definition of the mailing address, 3.3.4 Added this paragraph to clearly define the responsibility of the applicant with respect to ensuring that his/her application is received on time by the Section Scholarship Chair. Application: Made errata changes, added requirement for graduate students to list their undergraduate college and the year that they graduated. 3.4.4: Deleted the second sentence. Judges Scoring Key: Added in its entirety
<b>I</b>	Section 1: deleted: ...administration..., inserted: ...award of..., added: (the section) 3.2.1 Added: “Awards are not made to section members.” 3.3.3 Added: ...submitted through the US Postal Service and must be... Added: ...Application... 3.3.4.2 Added: ...over the receipt of an application... 3.4.1: Added: ...Section’s... Added: ...serve as a judge and to...

	<p>3.4.2 Added: ...or close acquaintance...</p> <p>3.4.3 Added: ...and 3.3... Added: ...Judges will...</p> <p>3.4.4 Deleted: ...review the individual rankings... Substituted: ...average his rankings with those received...</p> <p>3.5 Added: This entire section.</p> <p>Judges Scoring Sheet: Added: ...Under Grad Weight 0.92...</p>
<b>J</b>	<p>3.1.1 Revised to allow the Eboard to determine the amount and number of awards on a yearly basis.</p> <p>Deleted the process for combining awards.</p> <p>3.4.3, 3.4.4 Deleted “Scholarship Committed Chairman” and substituted “Lead Judge”.</p> <p>3.4.2 Clarified last sentence.</p> <p>3.5.3 Added “...after which they shall be destroyed...”.</p> <p>Application Form “Academic Achievement section” deleted, ‘...or name...’.</p> <p>Judges Scoring Key number 5, changed ‘...Judges...’ to ‘...Judge’s...’.</p> <p>Judges Scoring Key number 7, changed “...a...” to “...an..”.</p>

**REFERENCE:**

**A. ASQ Policies and Procedures #G13, (Scholarship Funds – Policy for Establishment of)**

**AUTHOR OF LATEST REVISION:** Gerry Quinn

**APPROVED BY** ASQ Olde Colony Executive Board

**EFFECTIVE DATE:** December 2010

## **1. PURPOSE:**

To establish an operating procedure for the award of the American Society for Quality's (ASQ) Olde Colony Section #0111 (the Section) scholarship funds.

## **2. SCOPE:**

### **2.1. Amount of Award**

### **2.2. Applicant Eligibility**

### **2.3. Application Process**

### **2.4. Application Submission**

### **2.5. Award Selection Process**

### **2.6. Award Presentation**

## **3. POLICY AND PROCEDURES**

### **3.1. Amount of Award:**

3.1.1. The amount and number of awards shall be determined annually by the Eboard. The Eboard's decision shall be published in the section newsletter and on the section website sufficiently prior to June 1.

### **3.2. Applicant Eligibility:**

3.2.1. Awards are not made to Section members, except for student members that meet the requirements of paragraph 3.2.2.

3.2.2. The applicant must be a direct family member (child, stepchild, grandchild or fully supported dependent) of a current member in good standing (hereafter referred to as sponsor) of ASQ Olde Colony Section #0111.

3.2.3. The sponsor must have been a member in good standing of ASQ Olde Colony Section #0111 for a minimum of two consecutive years.

3.2.4. The applicant must have been accepted for, or be currently enrolled with an accredited college or university as a full time student.

3.2.5. Previous scholarship winners are eligible for subsequent awards.

### **3.3. Application Process:**

3.3.1. Prior to May 30, the Scholarship Committee Chairman will advertise the availability of the scholarships, and the means to obtain the rules governing the scholarship applications to all members of the ASQ Olde Colony Section #0111 via the ASQ Olde Colony monthly newsletter,

and/or web site ([www.asgoldecolony.org](http://www.asgoldecolony.org)).

3.3.2. Applications must be made on a current revision of the ASQ Olde Colony Section #0111 Scholarship Application form (see appendix).

3.3.3. Applications must be submitted through the US Postal Service and must be postmarked by June 1 to be eligible. Applications must be mailed to:

The Scholarship Committee Chairman, at the address shown on the first page of the current edition of the Olde Colony Newsletter.

3.3.4.

3.3.4.1. It is the responsibility of the applicant to ensure that his/her application has been received by the ASQ Olde Colony Scholarship Committee Chairman. The Section is not responsible for applications that, for whatever reason, fail to reach the Scholarship Committee Chairman.

3.3.4.2. In the case of a dispute over the receipt of an application, the Applicant must produce documented objective evidence that certifies receipt of his/her application by the ASQ Olde Colony Scholarship Committee Chairman in accordance with 3.3.3.

3.3.4.3. The applicant may include a self-addressed stamped post card with his/her application that will be endorsed by the Scholarship Committee Chairman and returned to the applicant. This post card may be used as the required objective evidence.

3.3.4.4. Disputes shall be made to the Section Chair at least two weeks prior to the award date set by the Section.

3.3.4.4.1. The decisions rendered by the Section Chair on any and all disputes, are final.

3.4. Award Selection Procedure:

3.4.1. The ASQ Olde Colony Section #0111 Scholarship Committee Chairman will be appointed by the Section's Chairman to serve as Lead Judge and to oversee the selection and award process.

3.4.2. A minimum of two (2) current ASQ Olde Colony Section #0111 Executive Committee members will be designated after the application deadline to assist the Scholarship Committee Chairman during the award selection process (hereafter referred to as judges). A member may not be selected to be a Judge if they have a family member or close acquaintance in the running for a scholarship.

3.4.3. After the application deadline has past the judges will review each application that meets the criteria stipulated in 3.2 and 3.3. Each judge will evaluate and rank each application. Judges will submit their results within 30 days to the Lead Judge in writing on the Judge's Scoring

sheet.

3.4.4. The Lead Judge will average his rankings with those received from each judge to determine the overall ranking for each applicant. The Lead Judge will ensure that all applicants are notified of the award.

3.5. Award Presentation:

3.5.1. Every attempt will be made to present Scholarship Awards promptly after the Judges decisions are available.

3.5.2. The Section prefers to present each award in person to each winner at one of the Section's regularly scheduled dinner Meetings. Award winners are requested to attend the award presentation. A complimentary dinner will be provided to the Award Winners.

3.5.3. The Scholarship Committee Chairman will ensure that all applications and the written review of the judges are maintained on file until the scholarships are awarded after which they shall be destroyed.

**4. PERTINENT DOCUMENTS: None**

**5. RESPONSIBILITY FOR MAINTENANCE:**

The ASQ Olde Colony Section #0111 Executive Committee Scholarship Chairman.

**6. APPENDIX:** See following pages for application form

Appendix

AMERICAN SOCIETY for QUALITY (ASQ) OLDE COLONY SECTION #0111  
SCHOLARSHIP APPLICATION

Mailing Address: Scholarship Committee Chairman at the address shown on the first page of the current edition of the Olde Colony Newsletter.

NOTE TO APPLICANTS: please list awards, activities, memberships, etc. that can be verified. It is your responsibility to provide documentation and contact information to substantiate your claims on this application.

APPLICANT's NAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT's ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT's PHONE #: \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_

YEAR GRADUATED: \_\_\_\_\_

College currently attending (if applicable): \_\_\_\_\_

Graduate Students: List College and year graduated: \_\_\_\_\_

ACCREDITED College or University that you will or are currently attending

(Provide evidence of acceptance or current attendance):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ASQ SPONSOR's NAME: \_\_\_\_\_

SPONSOR's ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SPONSOR's ASQ MEMBERSHIP #: \_\_\_\_\_

SPONSOR's Relationship TO APPLICANT: \_\_\_\_\_

AMERICAN SOCIETY for QUALITY (ASQ) OLDE COLONY SECTION #0111  
SCHOLARSHIP APPLICATION

**ACADEMIC ACHIEVEMENT (30 POINTS)**

LATEST YEAR High School / College GRADE POINT AVERAGE: \_\_\_\_\_  
(Attach copy of transcript)

LIST BY YEAR, High School / College ACADEMIC HONORS, PRIZES AND AWARDS:  
(include copies of awards and contact information of individual that can verify the award)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

High School / College **ACTIVITIES (20 POINTS)**

LIST BY YEAR, ANY STUDENT GOVERNMENT ACTIVITIES, PUBLICATION, CLUBS, MUSICAL, SPORTS, OR OTHER ACTIVITIES. INCLUDE ANY OFFICES HELD.  
(Include name and contact information of individual (s) that can verify your participation in claimed activities).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY ACTIVITIES (10 POINTS)**

LIST BY YEAR, ACTIVITIES PERFORMED WITHIN THE COMMUNITY. INCLUDE ORGANIZATION AND ANY OFFICES HELD. (Include name and contact information of individual

(s) that can verify your participation in claimed activities).

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AMERICAN SOCIETY for QUALITY (ASQ) OLDE COLONY SECTION #0111  
SCHOLARSHIP APPLICATION

**PERSONAL INTERESTS (5 POINTS)**

DETAIL ANY PERSONAL INTERESTS SUCH AS HOBBIES, SPORTS, ETC. INCLUDE ANY AWARDS OR ACHIEVEMENTS AND YEAR RECEIVED.

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**EMPLOYMENT (10 POINTS)**

LIST BY YEAR, YOUR EMPLOYMENT HISTORY OR ATTACH A RESUME.

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**CAREER OBJECTIVES (25 POINTS)**

Discuss your career objectives. (include a clear goal) show how your school, family, community activities, quality, your lifestyle, career, daily experience or philosophy have helped you to prepare for the future.

Your original theme should be no less than 250 and no more than 600 words long and type written. Grammar, style, punctuation, neatness, originality and content all count.

# Judges Scoring Sheet

Applicant's Name	Academic Achievement Max 30 Points	School Activities Max 20 Points	Community Activity Max 10 Points	Personal Interests Max 5 Points	Employment Max 10 Points	Career Objective Max 25 Points	Under Grad Weight 0.92	Grad Weight 0.85	Total Points

Judge's Name \_\_\_\_\_

Date Scored \_\_\_\_\_

## Judges Scoring Key:

1. Academic Achievement: Award the greatest number of points for a 4.0 (all A) average. Award zero points for a 1.0 (D) average. Interpolate to award points for averages that fall between 1.0 and 4.0.
2. School Activities: These include sports, clubs, committees, etc. that are sponsored by the school.
  - 2.1. Award 5 points for each activity up to a max of 15 points. Award up to an additional 5 points for active participation as a student leader.
3. Community Activities: These include social and religious activities that are judged to be character enhancing and contributing to the betterment of society.
  - 3.1. Award 2 points for each activity up to a maximum of 8 points. Award up to an additional 2 points for active participation as a leader.
4. Personal interests: These include hobbies or other activities that demonstrate an interest in personal growth.
  - 4.1. Award up to 5 points
5. Employment: Up to 10 points may be awarded at the Judge's discretion.
6. Career Objectives: This is a key essay. Here we expect to see a relatively clear picture of the applicant's future and the process that they are going to follow to get there.
  - 6.1. Award up to 5 points for grammar, style and spelling. You may award zero points for poor grammar, style or spelling.
  - 6.2. Award up to 15 points for having a clear goal.
  - 6.3. Award up to 5 points for including Quality in the essay.
7. Weighting Factor: This scholarship is intended for High School students, but will be awarded to qualified undergraduate or graduate students. To give the high school student a fair chance at competing with an undergraduate or graduate students, the undergraduate's or the graduates score will be weighted by the factors shown on the scoring sheet.