



**O2WA Scholarship Fund**

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## **SCHOLARSHIP PROGRAM PLAN FOR MANAGING, FUNDING, ADVERTISING, AND AWARDING**

### **I. INTRODUCTION**

The following plan is established to provide for the selection of Scholarship Committee members, and managing, funding, advertising, and awarding scholarships.

### **II. PURPOSE OF PROGRAM**

The purpose of this scholarship program is to:

- (1) Promote the education of members of the Oregon Onsite Wastewater Association (O2WA) and their sons or daughters in any field of higher education, and
- (2) Promote education in the environmental sciences or other related academic pursuits that apply to the field of onsite wastewater treatment.

Twenty (20) percent of the weight in scoring applications provides an incentive toward fields of study related to the onsite industry.

### **III. SCHOLARSHIP COMMITTEE**

#### **A. Membership and Length of Term on Committee**

The Scholarship Committee will preferably consist of three (3) to five (5) O2WA members in good standing who serve one-year terms on a rotating basis. Committee members should, if practical, be representative of both the public and private sectors as well as representative of O2WA's geographical regions.

In addition, members must be free of bias (not have qualifying family members applying for an award). Should a family member become a candidate, the Committee member will not participate in the round of the reviews for that particular year.

#### **B. Selection of the Committee Chairperson and Members**

The Chairperson and Committee members will be appointed by the O2WA President.

#### **C. Responsibilities of Committee**

The Committee members are responsible for the management of the Scholarship Program. Responsibilities include executing Program procedures, policies and requirements, advertising of the Program, and recommending scholarship winners for approval by the Board of Directors.

#### **D. Meetings of the Committee**

The Committee will meet in person or via conference call, at the discretion of the Chair. Meetings may be called by the Chairperson, as necessary. Three (3) members present will constitute a quorum.

#### **IV. FUNDING**

O2WA will provide funding for the scholarship program out of organization revenues, fund raising events such as golf tournaments, raffles, and/or auctions, and by seeking corporate donations.

The Scholarship Committee will prepare a report of its activities to be presented to the Board of Directors at the annual meeting. This report should include, at a minimum, the number and amount of scholarships the committee awarded in the previous year, and the number and amount of scholarships that the committee recommends awarding in the upcoming year.

#### **V. ADVERTISING**

The Scholarship Program will be advertised in the quarterly organization newsletters, through an insert in the annual dues mailing, in the annual conference notices, by multiple announcements during the annual conference, through table top flyers at the annual conference, and on the organization web site. The Scholarship Committee is responsible for preparing the content of the various advertisements and arranging for their inclusion in the intended media in a timely manner.

#### **VI. AWARDING THE SCHOLARSHIP**

##### **A. Schedule of Selection**

- April 30 - Deadline for submission of application materials to Scholarship Committee
- May - Scholarship Committee meets to recommend winners for Board of Directors Approval
- June 30 - Announcement of scholarship winners

##### **B. Eligibility**

Candidates must meet the following criteria:

1. Be a child or dependent, age 25 or less, of a current O2WA Member (Individual or listed Corporate Member) in good standing as of May 31 of the preceding year planning to study or currently studying in any field of higher education. A child or dependent is defined as a son or daughter (including step-children) living in the members household or primarily supported by the member; or
2. Be a non-O2WA member interested in pursuing an education beyond high school through study in fields related to onsite wastewater treatment. Students are limited to relevant fields of study that apply to the field of onsite wastewater treatment, including, but are not limited to, public health, environmental science, soil science, engineering, construction technology, or biology.

Candidates must:

1. Be a high school senior or graduate who plans to enroll as a full-time student or is already enrolled as a full-time student in a technical or undergraduate field of study at an accredited vocational school, two-year college or four-year college or university; and
2. Complete and submit the scholarship application and all required attachments by the stated deadline. Candidates need not be Oregon residents or attend Oregon schools.

Further, O2WA pledges not to discriminate on the basis of race, color, age, sex, marital or veteran status, creed, religion or disability.

## **VII. Value and Number of Awards**

The Scholarship Committee may award multiple scholarships of \$1,500 or more, depending on fundraising, in any given year to one or more graduating high school students and/or one or more currently enrolled college students, as per Section IV B.2. above. The number of Awards, combination of Awardees, and amount of each Award will be at the discretion of the Scholarship Committee. A larger scholarship amount or additional scholarships may be made in any year with prior approval from the Board of Directors.

The scholarship award(s) will be made directly to the scholarship winner(s) following submission of proof of registration and attendance by an appropriate faculty member for the current academic period.

## **VIII. Scoring of Applicants**

### **A. Graduating High School Students**

1. **O2WA Member or Direct Relative** 10%
2. **Field of Study Related to Onsite Wastewater Treatment** 40%
3. **Academics** 30%

#### **Examples**

- a. GPA
- b. ACT and/or SAT Scores
- c. Academic achievement awards/honors

4. **Citizenship** 10%

#### **Examples**

- a. Student organization participation
- b. Scouting, High school ROTC, etc.
- c. Charitable, civic or religious organization

5. **Extracurricular** 10%

#### **Examples**

- a. Athletics
- b. Music, drama, debate, etc.
- c. Employment

**B. College Level Students**

1. **O2WA Member or Direct Relative** 10%
2. **Field of Study Related to Onsite Wastewater Treatment** 40%
3. **Academics** 30%

**Examples**

- a. GPA
- b. Academic achievement awards/honors

4. **Citizenship** 10%

**Examples**

- a. Student organization participation
- b. Charitable, civic or religious organizations

5. **Extracurricular** 10%

**Examples**

- a. Research
- b. Internships/Assistantships
- c. Athletics

The Committee should evaluate each criterion on a scale of 1-10.

Multiply value 1 by 2 = A points

Multiply value 2 by 2 = B points

Multiply value 3 by 4 = C points

Multiply value 4 by 1 = D points

Multiply value 5 by 1 = E points

$A+B+C+D+E = \text{Total Points (100 being the highest)}$

The highest total points identify the scholarship winner(s). In the case of the same numerical scores the academic score will be used to select the winner(s).

**IX. Applications**

A minimum of three references attesting to the applicant's qualifications must be submitted on the prescribed application form. Two of these references must come from the following sources:

1. A non-family O2WA member in good standing;
2. A member of academia who has personal knowledge of the applicant's performance in education; or

3. A community member who has personal knowledge of the applicant's community service or work history

Completed applications, letters of acceptance, and documentation of all grades and test scores should be forwarded to:

Oregon Onsite Wastewater Association  
Scholarship Committee  
86 SW Century Drive, #353  
Bend, Oregon 97702

Documents originating from a high school, college, university, or testing organization should be mailed directly from that institution to O2WA at the address listed above. This information should not be provided directly by the applicant except in cases where written permission is granted by the Scholarship Committee Chair.

Any activity listed in the citizenship or extracurricular activities section, should include a contact and phone number to confirm participation in the activity.

Adopted: \_\_\_\_\_

Board of Directors Officer Signatures:

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary