

AIHA-Wisconsin Section

Scholarship Selection & Award Procedures

1.0 PURPOSE

2.0 SCOPE

3.0 PRINCIPLE RESPONSIBILITIES

4.0 GENERAL ELIGIBILITY REQUIREMENTS FOR APPLICANTS

5.0 APPLICANT SELECTION CRITERIA

1.0 PURPOSE

To promote the study of Industrial Hygiene or other allied fields of study in the State of Wisconsin.

2.0 SCOPE

To outline a procedure for the administration of a scholarship award to a student/students who are studying Industrial Hygiene or other allied field such as occupational/environmental safety/health leading to a baccalaureate or masters degree.

3.0 PRINCIPLE RESPONSIBILITIES

3.0.1 The primary responsibility of reviewing applicants will be conducted by a subcommittee appointed by the Section President. The subcommittee may contain as many members as deemed necessary, but should have no fewer than three. The members will be selected from the Executive Board.

3.0.2 The subcommittee will review applications by using the selection criteria shown in Section 5.0. The candidate/candidates with the highest cumulative score will be submitted to the Executive Board for final approval. The amount of the award will be determined by the Executive Board and may vary from year to year.

3.0.3 The amount of the award/awards will be presented to the applicant either in person, if applicable, or by formal letter submitted by the Section President. The award/awards should be in the form of a check written on the account of the Wisconsin Section - AIHA and in the name of the attending College/University. No funds will be awarded to the applicant/applicants in a name other than the Wisconsin Section - AIHA.

3.0.4 A scholarship account may be established by the Section Treasurer, if necessary, and funds generated either from individual donations or funds from the annual Professional Development conference (PDC) will be kept in this account.

3.0.5 Revenue generated by the annual PDC will be the primary source of funding for the scholarship award. Individual contributors will be accepted from the members of the Section or other interested parties. Individual member contributors or corporate contributors will be formally recognized in the Section Newsletter, Web page, or other form of communication available to all Section members.

3.0.6 Applicants will be required to respond, in writing, to a series of questions. These questions will be developed by the subcommittee and are subject to change and update each year as the subcommittee deems necessary.

3.0.7 No member of the Executive Board may vote on an applicant that is either an immediate or distant relative, or has other potential conflicts of interest.

3.0.8 Application for the scholarship will be posted on the Section Web site and notification will be mailed to select colleges/universities.

3.0.9 There must be at least 3 applicants, otherwise the subcommittee will wait until the following year to pick a candidate.

4.0 GENERAL ELIGIBILITY REQUIREMENTS FOR APPLICANTS

4.0.1 Applicants must be full-time students currently enrolled in courses leading to a baccalaureate or masters degree in Industrial Hygiene or allied field such as occupational/environmental safety/health, etc. Recipients must be enrolled at the time that the award is presented. Only junior/senior level and graduate students will be reviewed.

4.0.2 Applicants must attend an accredited four year Wisconsin College or University.

4.0.3 Applicants must agree to allow the Committee to review certain applicable confidential information, such as grades and completed course work. The Committee will keep such information confidential.

4.0.4 The applicant must submit all applicable information required by the Committee. Each applicant must also answer all questions submitted by the Committee. In addition, the committee may ask for a transcript of grades and/or a list of current course work or a list of relevant college courses and GPA.

4.0.5 A letter of recommendation from a faculty member will be required.

4.0.6 No applicant may be awarded the scholarship more than one time.

4.0.7 Applicants should submit completed applications by close of business October 31st and the award will be presented by December 31st of the same year.

5.0 APPLICANT SELECTION CRITERIA

5.0.1 Applicants will be rated on the strength of their answers to the questions submitted to the Committee and the recommendations of the faculty advisor.

5.0.2 Applicant responses to questions will be evaluated by the subcommittee using a rating scale as follows: Scale of 1-5 with 5 rated excellent, 4 rated good, 3 rated average, 2 rated minimum response, and 1 rated, not acceptable.

5.0.3 Subcommittee members will total the points for each candidate. The letter of recommendation by the applicants major advisor will be the determining factor, and will resolve any ties that may occur. Subcommittee members may want to consult on the individual applicants ratings. In summary, the winning applicant will have the highest point total and a favorable letter from the advisor.