

ASHRAE / DAYTON CHAPTER SCHOLARSHIP PROCEDURE

PURPOSE:

To encourage qualified practitioners in Construction Engineering or Engineering Technology, Energy Engineering, or Construction / Facilities Management by awarding scholarships to further education in the field.

ELIGIBLE STUDIES

Scholarship(s) shall be available to undergraduate and/or graduate degree candidates who are enrolled in Engineering, Engineering Technology, Energy Engineering, Facilities Management, Construction Management, or a discipline that will lead to a degree and a career in the Construction Industry. The programs shall be part of the normal curriculum at accredited colleges or Universities. Scholarship funds are to be used for courses directly related to the listed disciplines. Scholarships shall not be used for 'Certification' programs or similar programs. The student must be in a degree-track program. Associate degree students are eligible for these scholarships unless otherwise restricted by the donor.

GOVERNING RULES

The rules and procedures shall be governed by this document. The ASHRAE National organization's recommendations have been considered in developing this document. However, the Dayton Chapter has developed this document for the local market. This procedure will take precedence unless it contradicts a by-law of the National organization, and the Dayton Chapter is asked by National to make the appropriate change. These rules must be approved by a vote of the Board of Governors of the Dayton Chapter, and can be changed in a like manner: i.e. a recommendation is made to the Board of Governors, who, after their consideration, can approve or disapprove the changes by a majority vote.

Note: For the purpose of this document, "A Local Member" is considered any member of the National organization who is assigned to the Dayton Chapter and is on the National roster as having their membership paid and up-to-date. A "Local Member" is also considered a member who has paid local dues.

PROCEDURE:

1. DAYTON CHAPTER SCHOLARSHIP COMMITTEE

- a. The Scholarship Committee shall consist of a minimum of three members of the Professional Construction/Facilities Community as appointed by the Board of Governors of the Dayton Chapter of ASHRAE. The intent is to have members of the Construction Engineering, Energy Engineering, Facilities Management, or Construction-Educational community involved. However, the Chapter's Board of Governors shall maintain the right to appoint any member whom they feel would best represent the Scholarship Committee and the Dayton Chapter of ASHRAE.
- b. The Board of Governors of the Dayton Chapter of ASHRAE shall then appoint a Chairperson from the Scholarship Committee.
- c. The Scholarship Committee will review each applicant's credentials. The Scholarship Committee will then make a recommendation to the Board of Governors for approval.

2. SCHOLARSHIP FUNDING AND DISTRIBUTION

- a. Upon award of the scholarship(s), the Treasurer will send the money to the College or University, on behalf of the student, for the Degree(s) designated by the student and approved by the Committee.
- b. The Scholarship money that is set aside, is to be used for Scholarships only, and shall not be used to fund loans to any individual.

3. ELIGIBILITY

- a. Members of the Dayton Chapter (see definition above), associate members, members paying Dayton dues (even if not a member of National), student members, and their families. Family members include spouses, children (adopted or Natural), guardianship-family members, stepchildren, and grandchildren. The Scholarship committee, upon approval of a majority vote of the Board of Governors, may consider other applications.
- b. Applicant must be enrolled in a college or university.
- c. Applicants who are not family members of Dayton Chapter members must use the scholarship funds to attend a school in the Miami Valley region. Applicant must be enrolled in Engineering, Engineering Technology, Energy Engineering, Facilities Management, Construction Management, or a discipline that will lead to a degree and a career in the Construction Industry.
- d. Applicant should have one full semester or quarter of studies (defined as 12 quarter hours or semester hours credit earned towards the degree) in a College or University and shall be in a degree-track program.
- e. Applicant can be in a graduate program, an under-graduate program, or a co-op program.
- f. The Scholarship Committee shall make recommendations based upon these requirements. However, changes can be made and submitted to the Board of Governors for their consideration and majority-vote approval.

4. SCHOLARSHIPS

- a. Scholarships can be named after individuals whom the Board of Governors determines have provided exceptional service to the industry and to ASHRAE—either locally or nationally.
- b. The scholarship award will be announced with a letter to the recipient, an announcement in the Chapter's newsletter, and a letter to the College or University associated with the applicant.
- c. A letter will be sent to the applicants who were not successful. If deemed appropriate a letter will be sent to the financial office of each local College and University to encourage them to continue advertising this scholarship through their channels.
- d. Any "endowed" scholarships funded by outside interests will be able to provide one member to the scholarship selection committee and will have primary say on who receives their scholarship from among those students selected as scholarship winners. Where scholarships of differing amounts are offered, the highest value scholarship will be awarded to the top-ranked individual providing that individual meets all qualifications for the named scholarship among those selected as worthy scholarship recipients.
- e. Endowed scholarships may have additional specific requirements, such as school attending or specific degree sought as defined by the endower,

5. TIME-LINE

- a. Initial advertisement: November 1 of the calendar year. The Scholarship Committee will advertise for a scholarship for the following year.
- b. Receive applications: Applications will be accepted until January 31 of the calendar year following the initial advertisement.
- c. Recommendation by Scholarship Committee to the Board of Governors: A Recommendation will be made by the Scholarship Committee no later than March 1st in the same year as the application deadline.

- d. Approval by the Board of Governors: The Board of Governors must approve the recommendation.
- e. Selection will be announced to the membership by June 1st.
- f. Award will be made for the summer or fall semester of the same calendar year in which the applications were received.

6. SCHOLARSHIP MONEY

- a. The Scholarship money shall be held as part of the treasury of the Dayton Chapter of ASHRAE. If the Dayton Chapter becomes a non-entity, the money will be distributed in conjunction with the general funds per the National organizations' rules.
- b. If the scholarship award is disbanded for any reason, the scholarship money, remaining in the treasury shall become part of the general funds of the Dayton Chapter of ASHRAE.

7. RECOMMENDED SCORING CRITERIA

The following criteria are recommended for consideration by the Scholarship Committee. Weight and scoring will be developed by the Committee and posted with their recommendation for award. An initial scale of 1 to 10 points is recommended. The Committee shall determine the best approach.

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| a. Local ASHRAE Member or family as defined: | REQUIREMENT |
| b. Degree-track within the industry as defined | REQUIREMENT |
| c. College Transcript only (not High School) | REQUIREMENT |
| d. Local or out of area College or University | Weighted by Committee |
| e. Complete Application | REQUIREMENT |
| f. Full or part time student | Weighted by Committee |
| g. Transcript of Grades | Weighted by Committee |
| h. Outside Activities | Weighted by Committee |
| i. Activities associated with Industry | Weighted by Committee |
| j. Clarity of Application | Weighted by Committee |
| k. Other Criteria: Committee will be able to add additional criteria. The Committee must then present their reasoning to the Board of Governors for consideration. | |

9. CHANGES TO THIS PROCEDURE

- 8. The Scholarship Committee reserves the right to make exceptions and changes to these procedures upon majority vote approval of the Board of Governors.**