



One Denver Technology Center
 5251 DTC Parkway, Suite 405
 Greenwood Village, CO 80111
 TEL 303.721.6932
 www.GarverUSA.com



March 6, 2019

To: Water Reuse Colorado
 Chair: Jason Assouline, jassouline@carollo.com
 From: Scholarship Committee
 Steven Jones, PhD, PE

Subject: Comparison of Student Scholarship programs across national and state-sectional Water Industry Organizations within the Garver footprint.

Overview

For the Water Reuse Colorado (WRCO) Section, Dr. Jones prepared a memo to benchmark the methods used at the national & sectional level for water industry organizations to set up student scholarship programs, primarily throughout the Garver service area.

Twenty-three water industry leaders across seven states were surveyed to ascertain the best practices for their national and sectional organizations. Additionally, this required compiling public information from each organization’s website and developing eight standard questions to maintain consistency in data-gathering. The outline below details those responses, while **Appendix A** provides the full account gathered. Furthermore, **Appendix B** details an example of Scholarship Committee Chair Duties and **Appendix C** provides an example scholarship application form.

Detailed Responses

1. Establishing budget

Overall, little to none of the organizations polled had data on the original budget used to establish their existing scholarship funds.

Establishing Budget	
AWWA	Data Unavailable
AWEA	Data Unavailable
AWWA SE	Data Unavailable
Texas Chapter	

AWWA Southwest Section	Data Unavailable
AWWWEA	Data Unavailable
AZ Water	AZ Water now has a goal of an endowment capable of awarding a minimum of \$10,000 in scholarships per year without additional fundraising. AZ Water awarded \$10,500 in scholarships in 2017.
KWEA	Based on available funds
LWEA	Based on available funds
RMSAWWA	Data unavailable
RMWEA	Based on available funds
TAWWA	Based on available funds. Since forming in 1971, The Texas Section AWWA has awarded nearly \$500,000 in scholarships to members and their families.
WEAT, North Texas	Has been \$500 to \$1K per semester when accounts grew. Varies by sponsorship levels each year.

2. Generating revenue for budget

Data was collected on how revenue is generated to maintain the scholarship fund. Examples of where revenue comes from include: a percentage of membership fees, extra box to check when renewing, mother organization allocations, industry grants, fundraisers, and other methods.

Generating revenue for budget	
AWWA	Data Unavailable
AWEA	Financial support given by the AWEA annual Golf Tournament Sponsors and the contributions made to the 5S Society
AWWA SE Texas Chapter	Revenue from events (luncheons, golf tournament, half-day seminar, annual dinner, etc.)
AWWA Southwest Section	Data unavailable
AWWWEA	Data unavailable
AZ Water	Money is generated through donations, an annual golf tournament, and other events throughout the year.
KWEA	Data unavailable
LWEA	Data unavailable
RMSAWWA	Data unavailable
RMWEA	Data unavailable

TAWWA	Funding for these scholarships come from Texas Section investments and contributions to the Texas Section Scholarship Program, as well as support from the Water Conservation License Plate.
WEAT, North Texas	We have several fundraising events (February Seminar, Sporting Clays, and Golf Tournament) where the excess funds go into the scholarship fund (and one specific endowment for the Daryl Hall Scholarship Fund). Sponsorship for each event varies but ranges from \$300-\$1,000 and comes with perks such as event signage, tabletops, hole sponsors, etc.

3. Does the organization advertise and if so, where?

All organizations advertise their scholarships online. A few advertise in other places, such as Section Journals or E-newsletters.

Does the organization advertise and if so, where?	
AWWA	Organization Website
AWEA	Organization Website
AWWA SE Texas Chapter	Yes, we advertise for events and solicit sponsorships, which typically exceed our expenses for the event(s). The leftover money goes into our scholarship and philanthropy budget.
AWWA Southwest Section	Advertised in Section Journal in the March and June issue.
AWWWEA	Organization Website
AZ Water	Organization Website
KWEA	Organization Website
LWEA	Organization Website
RMSAWWA	Organization Website
RMWEA	Organization Website
TAWWA	Organization Website
WEAT, North Texas	Only newsletters and websites. <i>Typically scholarships go to family members / friends that are part of the organization.</i>

4. Application process

While a few organizations still accept hard copy applications, most organizations only accept submissions electronically.

Application Process	
AWWA	Online only
AWEA	Submit by mail or email

AWWA SE Texas Chapter	Apply through our website and the state section TAWWA website
AWWA Southwest Section	Online only
AWWWEA	Online only
AZ Water	A completed online scholarship application. A unique (not previously submitted) two page (or less) written description of your interest in an Arizona-related water issue and how your personal history and planned future relate to that issue.
KWEA	Online Application
LWEA	Mail
RMSAWWA	Email or hardcopy
RMWEA	Online or hardcopy
TAWWA	Online
WEAT, North Texas	Online

5. Minimum qualifications

There was no standard consensus gathered for minimum qualifications. The requirements vary widely by organization, and individual scholarship. However, one common qualification was found prevalent within the sectional organizations: applicant must be enrolled at a University specific to that section.

Minimum qualifications	
AWWA	Differs by specific scholarship
AWEA	<p>AWEA Member Education: It is open to any active member in good standing, which also includes Utility Partnership members. The applicant must be attending an Alabama institute for higher learning and can be full time or part time student. Proof of registration and GPA must be submitted (an unofficial copy will be acceptable). Also, a one page essay on the applicant’s education and career goals is to be submitted. A point system will be used to award the scholarship.</p> <p>AWEA Undergraduate Education: The student does not have to be a minor of an active member, but preference will be given to a member’s child. The student can be studying any field of study, but preference will be given to those studying in the environmental and engineering fields. Proof of registration and GPA must be submitted (an unofficial copy will be acceptable). Also, a one page essay on the applicant’s education and career goals will need to be submitted. A point system will be used to award the scholarship.</p>
AWWA SE Texas Chapter	Any student in a STEM field, preference for water/wastewater, and also students who are children of our members

AWWA Southwest Section	<ul style="list-style-type: none"> •Applicant must be a spouse, son, daughter, or legal ward of an active member, or an active member themselves, of the Southwest Section of AWWA. The Applicant must reside in Arkansas, Louisiana or Oklahoma or hold legal residence therein. •The parent, legal guardian or member must have been a Southwest Section AWWA member for at least one full calendar year before the year of application. •Parent/guardian/member may be the designated representative of a utility, technical service consultant firm or other organizational member. If a designated representative is changed by a member organization, a new representative cannot qualify for scholarship consideration for his/her children until any scholarship award to a replaced representative’s child has expired and all other eligibility requirements have been met. •Applicant must be a high school graduate or a college undergraduate. There is no geographic restriction on the college to be attended. The scholarships are intended for academic study, not trade or vocational schools. •Applicants request applications from the Section Executive Director.
AWWWEA	<p><i>Ted and Clara Gentry Scholarship Requirements:</i> A worthy dependent of someone employed by an Arkansas public/private waterworks or sewerage utility. Must meet the definition of a dependent as defined by the IRS. Previous scholarship recipients are not eligible.</p> <p><i>William M. Throop Memorial Scholarship Requirements:</i></p> <ul style="list-style-type: none"> • Applicant must be Arkansas resident • Applicant must be enrolled in an Arkansas two or four-year college or university or the Arkansas Environmental Academy. • Applications already attending a college or university must have cumulative grade point average of at least 2.25 on a 4.0 scale on course work that applies toward graduation requirements. Course work that does not apply toward graduation requirements will not be considered. • Special consideration shall be given to those candidates who are in their junior or senior year of academic studies in a four-year college or university or in the second year of an associate degree program. • Family members of AWEA members shall be considered first for scholarship awards.
AZ Water	<p>Applicants must be students during the current academic year at an Arizona institution. U.S. citizenship is not a requirement.</p>
KWEA	<p>The awards are limited to students attending Kansas schools, interested in pursuing a career in the environmental sciences, and, at a minimum, finishing their sophomore year in college. There are no financial need requirements.</p>
LWEA	<p>In order to be considered, the applicant:</p> <ol style="list-style-type: none"> 1. Must be pursuing either a baccalaureate or masters degree at a college or university within Louisiana;

	<p>2. Must be a full-time student and resident of Louisiana.</p> <p>3. Must have at least a “B” average in all course work (3.0 on a 4.0 scale);</p> <p>4. Must be at least a Junior (undergraduate) and no higher than a Master’s level candidate during the year of award;</p> <p>5. Must have at least two semesters (three quarters) of course work remaining toward a qualifying degree at the time of award; and</p> <p>6. Must be majoring in an environmental related curriculum in engineering, physical or natural science, or public health.</p>
RMSAWWA	<p>James B. Warner Water Studies Scholarship Given to encourage young professionals to seek higher education in water related field in honor of James B. Warner. Given to students who are at least a Junior in college pursuing a water related field. Must be at least a student member.</p> <p>James B. Warner Associate's Scholarship The James B. Warner Associate Scholarship was developed by RMSAWWA to encourage operator’s seeking to complete their associate’s degree in a water-related field. The scholarship is for \$1,000 and is given annually by RMSAWWA.</p>
RMWEA	<p>Bill Martin Educational Grant: for high school students, enrolling in a 2- or 4-year college or university for study related to the water environment profession. Applicant must be a high school senior from Colorado, Wyoming or New Mexico in good standing, who has applied to a college or university with the interest of pursuing an environmental career.</p> <p>Tony Campam Educational Grant: for an existing student of a 2 or 4 year Colorado, Wyoming or New Mexico university or college or a resident of the above mentioned states who is an existing student pursuing study at a 2 or 4-year college or university in the water environment profession</p>
TAWWA	The program is open to the children of Texas Section members or members who have returned to full time education. Scholarships are available to graduating high school seniors or students already enrolled in college or post graduate work
WEAT, North Texas	Different scholarships different requirements. Some are for environmental / engineering BS type degrees, while some are for trades that are part of environmental. The student is within the region and the college is within the region.

6. Selection process

All surveyed organizations select recipients from a scholarship committee. The number of individuals serving on the committees range from 2-5 members.

Selection Process	
AWWA	Scholarship committee
AWEA	Scholarship committee

AWWA SE Texas Chapter	Scholarship committee of 2-4 people at the local level
AWWA Southwest Section	Scholarship committee
AWWWEA	Scholarship committee
AZ Water	The selection committee consists of members of AZ Water who volunteer to review the submitted applications after verifying there are no conflicts of interest.
KWEA	Scholarship Committee
LWEA	Scholarship Committee
RMSAWWA	Scholarship Committee
RMWEA	Scholarship Committee
TAWWA	Scholarship Committee of 5 people
WEAT, North Texas	Committee of 3

7. Dollar amount awarded per scholarship

The amount per scholarship varies from organization, but typically is between \$1,000 to \$2,000 per scholarship. There is a strong desire to award multiple scholarships, while also making the individual awards significant enough to be competitive.

Dollar amount awarded per scholarship	
AWWA	\$100.00-\$1,000.00
AWEA	one-time \$1,500.00 for both scholarships.
AWWA SE Texas Chapter	\$1,000 to \$1,500
AWWA Southwest Section	1000 (one-time only)
AWWWEA	\$2000 (one-time only) Ted and Clara Gentry Scholarship \$1,000 - William M. Throop Memorial Scholarship
AZ Water	Data unavailable
KWEA	Three university scholarships in the amounts of \$1200, \$1000, and \$750; and Up to \$1,000 set aside for any amount up to \$500 of assistance requested for technical school students
LWEA	\$1,500.00
RMSAWWA	\$2,000.00/\$1,000.00
RMWEA	\$2,500.00
TAWWA	\$2,000 to \$3,000

WEAT, North Texas	Would consider 500 to 1,000 per semester to make it worthwhile while also spreading around more to others.
--------------------------	--

8. Number of scholarships per year

Very few organizations have a set number of scholarships awarded each year. Rather, the total number award fluctuates based on available funds.

Number of scholarships per year	
AWWA	over 40
AWEA	Data unavailable
AWWA SE Texas Chapter	8 to 10
AWWA Southwest Section	The determination of the number of scholarships available to be awarded is based on interest funds available.
AWWWEA	Based on budget (available funds). Awarded 8 scholarships in 2018.
AZ Water	Based on budget (available funds).
KWEA	Data unavailable
LWEA	3
RMSAWWA	3
RMWEA	Data unavailable
TAWWA	19 for 2018-2019 – (annually, based on available funds).
WEAT, North Texas	Based on budget (available funds).

Conclusion

In conclusion, the generalized finding from our benchmarking survey suggest the following practices for student scholarships:

1. Budget Setting: inconclusive; notably the AZ section budget is established by endowment
2. Revenue Generation:
 - a. Percentage set aside from annual membership dues
 - b. Extra box to check when renewing annual membership
 - c. Allocations from mother organization
 - d. Industry grants
 - e. Fundraisers
3. Advertisement:
 - a. Organization website
 - b. Journal publications

4. Application process: online
5. Minimum qualifications: variable; but, generally applicant must be enrolled at a University specific to respective awarding Section
6. Selection process: by committee (typically 2 to 5 members)
7. Amount of scholarships: typically \$1K to \$2K per award
8. Number of scholarships per year: variable; budget dependent

Attachments: Appendix A – Full list of Organizations Surveyed
 Appendix B – Example of Scholarship Committee Chair Duties
 Appendix C – Example Scholarship Application Form

Appendix A: Full list of Organizations Surveyed

Organization	Section Type / Location	Establishing Budget (how much?)	Generating revenue for budget	Do they advertise and where?	Application process	Minimum qualifications	Selection process	Amount per scholarship?	# of scholarships per year	When are applications due?	Website link	Data Source
AWWA	National	Data Unavailable	Data Unavailable	Organization Website	Online only	Differs by specific scholarship	Scholarship committee	\$100.00-\$1,000.00	over 40	January 18, 2019	https://www.awwa.org/Membership-Volunteering/Students-Young-Professionals/AWWA-Scholarships	Entity Website
AWEA	Alabama	Data Unavailable	Financial support given by the AWEA annual Golf Tournament Sponsors and the contributions made to the 5S Society	Organization Website	submit by mail or email	<u>AWEA Member Education</u> :It is open to any active member in good standing, which also includes Utility Partnership members. The applicant must be attending an Alabama institute for higher learning and can be full time or part time student. Proof of registration and GPA must be submitted (an unofficial copy will be acceptable). Also, a one page essay on the applicant’s education and career goals is to be submitted. A point system will be used to award the scholarship. <u>AWEA Undergraduate Education</u> : The student does not have to be a minor of an active member, but preference will be given to a member’s child. The student can be studying any field of study, but preference will be given to those studying in the environmental and engineering fields. Proof of registration and GPA must be submitted (an unofficial copy will be acceptable). Also, a one page essay on the applicant’s education and career goals will need to be submitted. A point system will be used to award the scholarship.	Scholarship committee	one-time \$1,500.00 for both scholarships	data unavailable	4-May-19	https://www.awea-al.com/media/scholarships/	Entity Website
AWWA SE Texas Chapter	Texas	Data Unavailable	Revenue from events	Yes, we advertise for events and solicit sponsorships, which typically exceed our expenses for the event(s). The leftover money goes into our scholarship and philanthropy budget.	They apply through our website and the state section TAWWA website	Any student in a STEM field, preference for water/wastewater, and also students who are children of our members	Scholarship committee of 2-4 people at the local level	\$1,000 to \$1,500	8 to 10	Data Unavailable	https://www.tawwa.org/group/southeast_texas	Chapter Member & Entity Website

AWWA Southwest Section	AR, LA, OK	Data Unavailable	Data unavailable	Availability of the Scholarship and eligibility requirements for the applicants is advertised in Section Journal in the March and June issue by the Section Executive Director.	Online only	<ul style="list-style-type: none"> •Applicant must be a spouse, son, daughter, or legal ward of an active member, or an active member themselves, of the Southwest Section of AWWA. The Applicant must reside in Arkansas, Louisiana or Oklahoma or hold legal residence therein. •The parent, legal guardian or member must have been a Southwest Section AWWA member for at least one full calendar year before the year of application. •Parent/guardian/member may be the designated representative of a utility, technical service consultant firm or other organizational member. If a designated representative is changed by a member organization, a new representative cannot qualify for scholarship consideration for his/her children until any scholarship award to a replaced representative's child has expired and all other eligibility requirements have been met. •Applicant must be a high school graduate or a college undergraduate. There is no geographic restriction on the college to be attended. The scholarships are intended for academic study, not trade or vocational schools. •Applicants request applications from the Section Executive Director. 	Scholarship committee	1000 (one-time only)	The determination of the number of scholarships available to be awarded is based on interest funds available.	25-Jun-19	http://www.swawwa.org/scholarships/	Chapter Member & Entity Website
AWW&WEA	Arkansas	Data Unavailable	Data unavailable	Organization Website	Online only	<p>Ted and Clara Gentry Scholarship Requirements: A worthy dependent of someone employed by an Arkansas public/private waterworks or sewerage utility. Must meet the definition of a dependent as defined by the IRS. Previous scholarship recipients are not eligible.</p> <p>William M. Throop Memorial Scholarship Requirements:</p> <ul style="list-style-type: none"> • Applicant must be Arkansas resident • Applicant must be enrolled in an Arkansas two or four-year college or university or the Arkansas Environmental Academy. • Applications already attending a college or university must have cumulative grade point average of at least 2.25 on a 4.0 scale on course work that applies toward graduation requirements. Course work that does not apply toward graduation requirements will not be considered. • Special consideration shall be given to those candidates who are in their junior or senior year of academic studies in a four-year college or university or in the second year of an associate degree program. • Family members of AWEA members shall be considered first for scholarship awards. 	Scholarship committee	\$2000 (one-time only) Ted and Clara Gentry Scholarship \$1,000 - William M. Throop Memorial Scholarship	Based on budget (available funds). Awarded 8 in 2018.	28-Feb-19	https://awwwea.org/gentry_scholarship.asp	Chapter Member & Entity Website
AZ Water	Arizona	Budget based on previous years' revenues. AZ Water now has a goal of an endowment capable of awarding a minimum of \$10,000 in scholarships per year without additional fundraising. AZ Water awarded \$10,500 in scholarships in 2017.	Money is generated through donations, an annual golf tournament, and other events throughout the year.	Organization Website	A complete online scholarship application. A unique (not previously submitted) two	Applicants must be students during the current academic year at an Arizona institution. U.S. citizenship is not a requirement.	The selection committee consists of members of AZ Water who volunteer to review the submitted applications after verifying there are no	Data unavailable	Based on budget (available funds).	22-Mar-19	https://www.azwater.org/group/scholarship	Chapter Member & Entity Website

					page (or less) written description of your interest in an Arizona-related water issue and how your personal history and planned future relate to that issue.		conflicts of interest.					
KWEA	Kansas	Based on available funds	Data unavailable	Organization Website	Online Application	The awards are limited to students attending Kansas schools, interested in pursuing a career in the environmental sciences, and, at a minimum, finishing their sophomore year in college. There are no financial need requirements.	Scholarship Committee	Three university scholarships in the amounts of \$1200, \$1000, and \$750; and Up to \$1,000 set aside for any amount up to \$500 of assistance requested for technical school students	Data unavailable	29-Mar-19	http://www.kwea.net/scholarships.html	Entity Website
LWEA	Louisiana	Based on available funds	Data unavailable	Organization Website	Mail	In order to be considered, the applicant: 1.Must be pursuing either a baccalaureate or masters degree at a college or university within Louisiana; 2.Must be a full-time student and resident of Louisiana. 3.Must have at least a "B" average in all course work (3.0 on a 4.0 scale); 4.Must be at least a Junior (undergraduate) and no higher than a Master's level candidate during the year of award; 5.Must have at least two semesters (three quarters) of course work remaining toward a qualifying degree at the time of award; and 6.Must be majoring in an environmental related curriculum in engineering, physical or natural science, or public health.	LWEA Scholarship Selection Committee	\$1,500.00	3	April 1st of the current calendar year.	https://thelwea.com/Scholarship	Entity Website

RMSAWWA	CO, NM, WY	Data unavailable	Data unavailable	Organization Website	Email or hardcopy	<p><u>James B. Warner Water Studies Scholarship</u> Given to encourage young professionals to seek higher education in water related field in honor of James B. Warner. Given to students who are at least a Junior in college pursuing a water related field. Must be at least a student member.</p> <p><u>James B. Warner Associate's Scholarship</u> The James B. Warner Associate Scholarship was developed by RMSAWWA to encourage operator's seeking to complete their associate's degree in a water-related field. The scholarship is for \$1,000 and is given annually by RMSAWWA.</p>	Data unavailable	\$2,000.00/\$1,000.00	3	June 15, 2019	https://www.rmsawwa.org/page/Scholarships	Entity Website
RMWEA	CO, NM, WY	Based on available funds	Data unavailable	Organization Website	Online or hardcopy	<p><u>Bill Martin Educational Grant</u>: for high school students, enrolling in a 2- or 4-year college or university for study related to the water environment profession. Applicant must be a high school senior from Colorado, Wyoming or New Mexico in good standing, who has applied to a college or university with the interest of pursuing an environmental career.</p> <p><u>Tony Campam Educational Grant</u>: for an existing student of a 2 or 4 year Colorado, Wyoming or New Mexico university or college or a resident of the above mentioned states who is an existing student pursuing study at a 2 or 4-year college or university in the water environment profession</p>	Scholarship Committee	\$2,500.00	Data unavailable	June 15, 2019	https://www.rmwea.org/educational/grant.php	Entity Website
TAWWA	Texas	Based on available funds. Since forming in 1971, The Texas Section AWWA has awarded nearly \$500,000 in scholarships to members and their families.	Funding for these scholarships come from Texas Section investments and contributions to the Texas Section Scholarship Program, as well as support from the Water Conservation License Plate.	Organization Website	Online	The program is open to the children of Texas Section members or members who have returned to <i>full time</i> education. Scholarships are available to graduating high school seniors or students already enrolled in college or post graduate work	Scholarship Committee of 5 people	\$2,000 to \$3,000	19 for 2018-2019	Data unavailable	https://www.tawwa.org/page/Scholarships	Chapter Member & Entity Website
WEAT, North Texas	Texas	Has been \$500 to \$1K per semester when accounts grew. Varies by sponsorship levels each year.	We have several fundraising events (February Seminar, Sporting Clays, and Golf Tournament) where the excess funds go into the scholarship fund (and one specific endowment for the Daryl Hall Scholarship Fund). Sponsorship for each event varies but ranges from \$300-\$1,000 and comes with perks such as event signage, tabletops, hole sponsors, etc.	Only newsletters and websites. Typically scholarships go to family members / friends that are part of the organization.	Online	Different scholarships different requirements. Some are for environmental / engineering BS type degrees, while some are for trades that are part of environmental. The student is within the region and the college is within the region.	WEAT-NTS was a committee of 3	Would consider 500 to 1,000 per semester to make it worthwhile while also spreading around more to others.	Based on budget (available funds).	Data unavailable	https://www.weat.org/committees	Chapter Member & Entity Website

Appendix B: Example of Scholarship Committee Chair Duties



9. Water Environment Association of Texas North Texas Section Duties of Officers and Committee Chairs

Introduction

The Constitution of the North Texas Section (NTS or Section) of the Water Environment Association of Texas (WEAT) contains a list of the Officers and their duties, the committees and their functions, and the bylaws that govern how Section activities are conducted. The bylaws are necessarily brief and capture only the essential requirements that are not subject to frequent change.

This document captures in greater detail the activities of the officers and committee chairs. The intent is to maintain an up-to-date document that describes in some detail what each officer and committee chair does, so that new officers and committee chairs have written guidance on past practices and what is expected of them.

Terms of Office

The terms of office for the President, President-Elect, and Vice-President are one year. The terms of office for the Secretary and Treasurer are 2 years, with staggered terms. The term of office for WEAT Section Representative is two years. Committee Chairs do not have a specific term.

The term of Officers begins at the close of the May Section meeting following the election of officers. The term of Committee Chairs begins at the appointment of the Committee Chair by the President. Terms continue until successors qualify.

10. WEAT-NTS Scholarship Committee Chair Duties

Scholarship Applications:

1. In November, update the scholarship applications for both the WEAT-NTS and Daryl Hall scholarships. The following items will need to be updated:
 - a. Scholarship Selection Committee members for the new year.
 - b. Verify that the deadline date corresponds to the new year on the scholarship applications. Make sure this date occurs before the end of June. This will allow time for the selection committee to meet and checks can be sent out to recipients prior to the new school year starting.
2. After the applications have been updated, forward them to the Website Committee Chair and have them upload the new application to the WEAT-NTS website in the online application.
3. At each WEAT-NTS Bi-Monthly Meeting, the scholarship chair shall remind everyone about the deadline for both scholarships and encourage as many applications as possible.

4. Keep on file all the scholarship recipients applications and transcripts.

Scholarship Selection:

1. At the end of June once all of the scholarship applications have been submitted, distribute the applications to all of the committee members and schedule a meeting with the selection committee two weeks after distribution. The meeting shall occur no later than the first week in August.
2. Prior to the selection meeting, distribute the financial information to the committee by logging into the Vanguard Account online. You can obtain the login information from the WEAT-NTS President. The following accounts apply to the separate scholarships:
 - a. Vanguard Morgan Growth Fund Investor Shares (Daryl Hall)
 - b. Vanguard Prime Money Market Fund (WEAT-NTS)
 - c. Vanguard Balanced Index Fund Admiral Shares (WEAT-NTS)
 - d. Vanguard 500 Index Fund Admiral Shares (WEAT-NTS)
3. Once the recipients have been selected at the committee meeting, send an email to the WEAT-NTS Executive Committee (EC) members and provide them with the list of the new scholarship recipients, renewals, and amount of money to each recipient. This requires approval from the entire EC.

Distribute Checks to Recipients:

1. After approval from the EC, email the Treasurer the list of the scholarship recipients along with the amounts. The Treasurer will then mail the checks to you.
2. Send each recipient their check, along with a formal transmittal letter.
3. It is also a good idea to send a letter to the individuals who were not selected for a scholarship. State that they should re-apply each year if they meet the scholarship requirements.

Scholarship Renewal Procedures:

1. Scholarships are renewed on a semester basis. Send an email out at the end of December to all the current recipients reminding them to send an official transcript, verification of enrollment for the spring semester, and also provide a short write-up of how they did in the fall semester and what their plans are for the spring semester.
2. Verify that each renewal still meets the scholarship requirements. If the student's grades are slipping, inform the student in the formal letter that you would like to see improvement in order to maintain the scholarship.
3. Once all of the above information is received, send an email to the EC members and let them know that scholarship checks for the spring semester are ready for renewal. Following approval from the EC, distribute checks to the recipients along with the formal letter.
4. Newsletter: Each semester, provide the name and a brief description on each scholarship recipient in the WEAT-NTS newsletter. This should occur in September and February.

Appendix C: Example Scholarship Application Form

SOUTHWEST SECTION, INC. MEMORIAL SCHOLARSHIP FUND

315 Bourque Street

Kaplan, LA 70548

OFFICE USE ONLY

Date rec'd:

Transcript enclosed: yes

no

Photo enclosed: yes

no

Membership verified yes

no

APPLICATION

MUST BE POSTMARKED BY JUNE 25.

MUST BE ACCOMPANIED BY SCHOOL TRANSCRIPT.

- 1) Applicant's Name: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
- 2) Is parent or legal guardian an active member of Southwest Section, American Water Works Association?
yes no
- 3) Name and address of qualifying parent: _____

Other parent's name and address: _____

- 4) How many members of your family are living at home? _____
- 5) Applicant's age: _____ Date and Place of Birth: _____
- 6) What college or university do you plan to attend? _____
- 7) EDUCATIONAL DATA:
 - a. Name and location of high school attended: _____
_____ Year Graduated _____
 - b. Any other pre-college studies, such as trade schools, commercial college, seminars, workshops, etc.
(type and duration):

c. Special or principal high school studies, if any _____

d. Scholastic honors _____

e. Class officer positions held: _____

f. Club and organizational memberships and offices held: _____

g. Participation in athletics, music, drama, speech: _____

h. Any other school extracurricular activities: _____

i. Non-school-related activities:

Church and religious _____

Youth Organizations _____

Other (hobbies, leisure pursuits) _____

j. Employment after school or vacations (employer and type of work): _____

k. Preparatory school -

name: _____

Location: _____

Years attended: _____ Did you graduate? yes no

l. Colleges attended:

(1) Name: _____

Location: _____

Years attended: _____

(2) Name: _____

Location: _____

Years attended: _____

Major subjects: _____

Minor subjects: _____

Scholastic honors: _____

Non-academic interests followed, club memberships, etc:

8) Please set forth in brief essay form what you hope to gain from a college education and what are your general goals in life.

9) ESTABLISHING ELIGIBILITY OF PARENT OR LEGAL GUARDIAN:

a. Qualifying parent's name _____

b. Employed by what utility or firm? _____

c. Parent's title _____

d. Employment address _____

e. Parent's AWWA Membership _____ Member since _____
(AWWA Number) (Month and Year)

f. Number of years in water/wastewater field _____

g. Competency certificates held: _____

h. Special awards or recognition: _____

i. Offices held in AWWA Section: _____

APPLICANT AFFIRMATION. If selected for a scholarship award, I agree to use the cash received to attend a college or university. If my award cannot be used for its purpose, I will notify the Scholarship Fund immediately. If I drop out of college during the first semester of the award or between the first and second semester, I agree to notify the Scholarship Fund immediately.

Signature of applicant: _____

Date: _____ State: _____

Please return to:

Southwest Section Memorial Scholarship Fund

c/o Don Broussard, P.E.

315 Bourque Street

Kaplan, LA 70548