

# **SWANA - Beaver Chapter Ben Masengil Scholarship Award Program POLICIES AND PROCEDURES**

## **I. INTRODUCTION**

The following policies and procedures are established to provide for the selection of Committee members, the selection of scholarship awards, and management of the program.

## **II. PURPOSE OF PROGRAM**

In an effort to promote education and professional development and to provide a benefit to its membership, the Beaver Chapter of the Solid Waste Association of North America (hereafter, "the Chapter") has established the Ben Masengil Scholarship Award Program. This annual scholarship was named for the individual in Oregon who has a long-standing history of contributions and participation within the organization.

Applicants may also apply for SWANA International scholarships via the Beaver Chapter. Ben Masengil Scholarship and SWANA International Scholarship programs are separate and distinct; separate applications must be submitted for each program. However, the Committee is responsible for forwarding applicant recommendations to SWANA International for consideration.

## **III. CHAPTER SCHOLARSHIP COMMITTEE**

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

The Chapter Scholarship Committee (hereafter, "Committee") shall consist of at least three Chapter members in good standing and serve two-year terms on a rotating basis. Committee members should be representative of both the public and private sectors as well as representative of the Chapter's geographical region(s).

In addition, Committee members must be free of bias (e.g., not have qualifying family members applying for an award). Should a member's family member become a candidate, or another potential appearance of bias arise, the member shall not participate in reviews for that particular year.

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

The chair and members of the Committee shall be appointed by the Chapter President.

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

The Committee is responsible for management of the Ben Masengil Scholarship program. Responsibilities include establishing and periodically reviewing program procedures, policies and requirements, and selecting scholarship recipients.

The Committee will also make recommendations to the SWANA International Scholarship program regarding applicants to that separate program, as applicable.

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

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

### **IV. SELECTION OF SCHOLARSHIP RECIPIENTS**

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

February 1 – Committee will facilitate the annual program announcement, including the value for each of the two scholarships, as determined by the Board of Directors, prior to December 1. The announcement will be made via the Chapter website and other media methods as determined by the Board of Directors.

May 1 - Deadline for submission of application and all supporting materials to the Committee is May 1. Mailed materials must be post marked no later than May 1.

June 30 - Committee will meet and select winners by June 30.

July 15 – Committee will present scholarship winners to Chapter Board of Directors by July 15 or as otherwise requested by the Chapter President.

August 1 – Committee will announce scholarship winners.

September 15 – Chair will prompt Chapter President to direct Board of Directors to determine estimated number and dollar amount of awards available for the next year so the announcement may be updated by December 1. Board will also determine methods/media used for the announcement, and provide any required funding.

#### **B. Eligibility**

Candidates must meet the following criteria:

1. Candidates must be sons, daughters, grandsons, or granddaughters by birth, adoption, guardianship, other custody arrangement, or sponsored by a Chapter member in good standing as of May 1<sup>st</sup> of the year that they are applying for the scholarship.
2. Candidates must be resident within the geographic region covered by the Beaver Chapter, i.e., candidates within the territory of another Chapter are ineligible for the Beaver Chapter program and recommendation to the SWANA International scholarship program by the Beaver Chapter.
3. Candidates must be either of the following:
  - a. Graduating high school senior or graduate equivalent certified and have been accepted for enrollment in a junior college, four-year college, trade school, or university in any program.
  - b. Enrolled in a junior college, four-year college, trade school, or university in any undergraduate program.

SWANA employees and family members are not eligible to receive scholarships. The Chapter pledges to uphold the policy that all persons shall have equal access to this program, regardless of race, color, age, sex, marital or veteran status, creed, religion, or disability.

## **V. VALUE AND NUMBER OF AWARDS**

The Committee may award up to two scholarships of at least \$1,000, one each for a graduating high school student and a currently enrolled college student, per Section IV B.2., above. Larger scholarship amounts, additional scholarships, or other variations in awards may be made in any year at the discretion of the Chapter Board of Directors.

Scholarship awards will be made directly to the applicable department of the trade school, college, or university prior to the beginning of the school year.

## **VI. SCORING OF APPLICANTS**

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

#### **1. 60% - Academic Performance**

##### **Examples:**

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

#### **2. 20% - Community Participation**

##### **Examples:**

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

#### **3. 20% - Extracurricular Activities**

##### **Examples:**

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

### **B. Enrolled College Students**

#### **1. Academics 60%**

##### **Examples:**

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

**2. Community Participation 20%**

**Examples:**

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

**3. Other Activities:**

**Examples:**

- a. Academic or recognized independent research
- b. Internships and assistantships
- c. Intramural activities

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

Multiply value 1 by 6 = A points

Multiply value 2 by 2 = B points

Multiply value 3 by 2 = C points

A+B+C = Total Points (100 being the highest)

Recipients with highest total points are awarded scholarships. In the case of the same numerical scores among applicants, academic score will be used to select the winner. Decisions of the scholarship committee are final.

Scoring for recommending applicants for SWANA International scholarship programs will utilize the same scoring criteria as the Chapters' program, or as specified by SWANA International criteria.

**VII. SUBMITTAL OF APPLICATIONS**

Completed applications, letters of acceptance, and documentation on all grades and test scores should be forwarded SWANA Beaver Chapter, Scholarship Committee, at the address specified in the annual announcement materials.

Supporting documents, including transcripts, must originate from a high school, college, university, or testing organization. Legible photocopies of documents made by the applicant are acceptable. However, transcripts printed from an online source will not be accepted.

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

Application materials will be retained by the Beaver Chapter and not returned to the applicant.

**VIII. THE SCHOLARSHIP FUNDING**

The Chapter shall provide funding for the scholarship program.

Adopted: February 11, 2021

Board Officer Signatures:

*Kelly Kneelle*

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President

*John Fisher*

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Vice President

*Michelle Langdon*

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Treasurer

*Chelsea K. Attkaiser*

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Secretary