

ISAWWA SAFE WATER SCHOLARSHIP AWARD PROGRAM

Scholarship Program Procedural Guidelines

1. Schedule:
 - a. Scholarship application submittal deadline – January 6 (entries postmarked January 6 will be accepted)
 - b. ISAWWA staff send copies of all applications to judges, omitting applicants' names – January 10
 - c. Judges complete review and scoring of applications – January 31
 - d. Winners notified – February 1
 - e. 50% of the scholarship award money is disbursed in March.
 - 1) Winners will be invited to the ISAWWA conference to receive the first disbursement. Conference registration, lodging, and meals are complimentary. Winners must confirm their attendance by February 15.
 - 2) If the winners cannot attend the ISAWWA conference, the first disbursement check will be mailed to them.
 - f. The remaining 50% of scholarship is disbursed on September 30, pending receipt of proof that winners are enrolled in school and a write-up of their courses/activities related to the water industry.
2. Eligibility:
 - a. Students must demonstrate proof of enrollment for at least one semester or quarter during the school year for which the scholarship is awarded.
 - b. Students enrolled in Illinois schools and technical programs are eligible.
 - c. Students who are permanent residents of Illinois but who attend a school outside Illinois are also eligible.
 - d. Students seeking reimbursement for courses already completed are not eligible.
3. Judging:
 - a. Three judges will be selected annually. At least one judge will be from the Outreach Committee.
 - b. Applicants' names will be omitted from the judging materials to ensure impartiality.
 - c. Judges will not award scholarships to unqualified applicants that either do not meet academic requirements or are pursuing a career unrelated to the water industry.
 - d. Judges will distribute scholarships based on the strength of the individual applications, not to meet a quota in each scholarship category. As an example, judges could award multiple college undergraduate scholarships and no adult continuing application scholarships if there are no qualified continuing education applicants but multiple strong applications from college undergraduates.
4. Awarding the Scholarships:
 - a. Scholarship funds will be disbursed directly to the winners.
 - b. 50% of the value of each scholarship will be awarded annually at the ISAWWA conference (or by mailed check if winners cannot attend the conference).

- c. The remaining 50% of each scholarship value will be disbursed on September 30 each year after the winners have submitted proof of enrollment in classes, and also submitted an update on how they are working towards a degree or certification that will lead to a career in the water industry (such as related coursework, research/design projects, or participation in AWWA activities).
 - d. These updates will be published in *Splash* as appropriate, to make ISAWWA members aware of the benefits of the scholarship program.
5. Promoting the Scholarship Program:
- a. Trustees will be contacted annually to discuss promoting the scholarship program at schools and certification programs in their district.
 - b. Members of the Outreach Committee will work directly with guidance counselors and teachers at schools in which we do outreach work to promote this program.
 - c. Outreach Committee members will also promote the scholarship program at any career fairs they attend during the course of the school year.
 - d. The program will be advertised to ISAWWA membership periodically in emails and in *Splash*.