

ASQ Boston Section 0100

George F. Mason Scholarship Procedure

REVISION HISTORY			
Revision	Description	Date	Approved By
A	Initial Release	09/30/2017	Steve Adkins, Section Chair

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1.0 PURPOSE

- 1.1 To establish an operating procedure for the administration of ASQ Boston Section's George F. Mason Scholarship.

2.0 SCOPE

- 2.1 This procedure is applicable to all members of ASQ Boston Section who are involved in the administration of ASQ Boston Section's George F. Mason Scholarship. The members involved must have membership dues paid in full.

3.0 RESPONSIBILITY

- 3.1 The ASQ Boston Section 0100 Leadership Team is responsible for the review and revision of this procedure in accordance with ASQ Policy & Procedure A 32.00 Rev F, "Establishment of Scholarship".

4.0 DEFINITIONS

- 4.1 Scholarship (as defined by U.S. Department of Education): Money awarded to students based on academic or other achievements to help pay for education expenses.

5.0 SUPPORTING DOCUMENTS

- 5.1 George F. Mason Scholarship Application, Rev A (to be found on asqboston.org)
- 5.2 Judges Score Sheet, Rev A
- 5.3 ASQ Policy & Procedure A 32.00 Rev F, "Establishment of Scholarship"

6.0 RECORDS

- 6.1 George F. Mason Scholarship Application, Rev A (to be found on asqboston.org)
- 6.2 Judges Score Sheet

7.0 POLICIES AND PROCEDURES

7.1 George F. Mason Scholarship Money

- 7.1.1 Scholarship amount may be adjusted in any given year by Section Leadership Team based on Section's finances, but scholarship amount will be \$500 minimum and be applicable toward *tuition* only (not to room/board, etc.). Exception: if the applicant's tuition balance due is less than \$500, then the scholarship amount will be reduced to the amount of the tuition balance. Each scholarship winner must attend a Boston Section dinner meeting to accept the scholarship in person; the dinner meeting attended must occur during the quarter in which the winner is awarded the scholarship. Nonattendance to a Boston Section dinner meeting may result in the award being rescinded. Scholarship monies will be made payable directly to the bursar's office of the educational institution of the scholarship winner.
- 7.1.2 Scholarship monies awarded to foreign students are subject to review by ASQ legal for determination of withholding requirements.

7.1.3 Scholarship award monies not used within twelve (12) months of award are subject to return to ASQ Boston Section.

7.2 Applicant Eligibility

7.2.1 The applicant must have been accepted by, or be currently enrolled in, an accredited college or university.

7.2.2 The applicant must be a full time, undergraduate student. *Part time students, graduate students, or students enrolled in professional certification, training, or development programs are not eligible for this scholarship.*

7.2.3 The applicant must attest that he/she does not already have a full scholarship from another source.

7.2.4 Previous scholarship winners are not eligible for subsequent scholarships.

7.2.5 An applicant *may not be* a relative, family member, or dependent of the Scholarship Committee chairperson or of any member of the Scholarship Committee. *Scholarship Committee members must recuse themselves from the review of a particular scholarship application if there is a conflict of interest or if there is the appearance of a conflict of interest.*

7.2.6 The selection criteria for the scholarship include but are not limited to the following:

7.2.6.1 Academic achievement

7.2.6.2 Involvement in student/professional organizations

7.2.6.3 Statement of career objectives

7.2.6.4 Financial need

7.2.6.5 Essay and personal letter as described in this procedure

7.3 Application Procedure

7.3.1 At least two (2) months prior to the scholarship application submission deadline, the availability of the scholarship as well as the means to obtain the rules governing the scholarship application, will be advertised to all members of the ASQ Boston Section via the ASQ Boston Section website (www.asqboston.org), LinkedIn, E-mail blast, and/or section newsletter.

7.3.2 Applicant must submit **all** of the following documents:

7.3.2.1 Completed ASQ Boston Section Scholarship Application Form. *The Application Form used must be the current revision; applications submitted on an expired revision of the form will be returned for correction and must be resubmitted on the correct revision of the form by the same application submission deadline. Incomplete applications will be*

accepted but will be penalized by the scoring procedure.

- 7.3.2.2 A copy of the most recent school transcript or scholastic record.
- 7.3.2.3 A copy of the acceptance letter from the educational institution (for entering freshman).
- 7.3.2.4 Evidence of accreditation of the educational institution.
- 7.3.2.5 Letters from three references.
- 7.3.2.6 A personal letter by the applicant stating the following:
 - The anticipated benefits to be derived from the scholarship.
 - Applicant's plans for completing a degree program.
 - Applicant's post-graduate intentions.
- 7.3.2.7 A one page essay by the applicant showing the following:
 - An understanding of and commitment to Quality as it applies to the applicant's selected field of study.
 - A description of how Quality is applied in the applicant's present workplace or in the applicant's future field of work.

7.3.3 Applications must be postmarked by the application submission deadline ([see 7.4.3](#)) in order to be eligible for consideration, and must be mailed to:

Scholarship Committee
ASQ Boston Section
PO Box 391523
Cambridge, MA 02139

Applications postmarked later than the application submission deadline ([see 7.4.3](#)) will be disqualified from consideration.

7.4 Award Selection Procedure

- 7.4.1 The ASQ Boston Section Chairperson will appoint an ASQ Boston Section Scholarship Committee Chairperson.
- 7.4.2 The Scholarship Committee Chairperson will solicit a *minimum* of two (2) current ASQ Boston Section members to serve on the Scholarship Committee; the ASQ Boston Section Chairperson may assist with solicitation, as needed. The entirety of the Scholarship Committee will judge each application. *Scholarship Committee members must recuse themselves from the review of a particular scholarship*

application if there is a conflict of interest or if there is the appearance of a conflict of interest.

- 7.4.3 **Each year, the Scholarship Committee should determine in which quarter of the year the scholarship will be awarded (the “scholarship award quarter”).** The scholarship application submission deadline will be the last day of the *second* month in the quarter prior to the “scholarship award quarter”. The scholarship award consensus deadline will be the last day of the *first* month in the “scholarship award quarter”.

Example:

Scholarship award quarter: Q4 (Oct-Nov-Dec)

Scholarship application submission deadline: last day of Aug (*second month of Q3*)

Scholarship award consensus deadline: last day of Oct (*first month of Q4*)

- 7.4.4 *As needed*, the Scholarship Committee Chairperson is *responsible for requesting resources* (from the ASQ Boston Section Chairperson) to ensure distribution of electronic (.pdf or other readable format) copies of applications and supporting documentation, to all Scholarship Committee members for review.
- 7.4.4.1 The actual task of document distribution may be performed by another member of the Scholarship Committee or by another Boston Section Leadership Team member as enlisted by the ASQ Boston Section Chairperson (at the request of the Scholarship Committee Chairperson).
- 7.4.4.2 Distribution of electronic (.pdf or other readable format) copies of applications and supporting documentation shall occur in a reasonable timeframe to give the Scholarship Committee sufficient time to review applications, come to a decision, and document the decision ([see 7.4.7](#)) prior to the scholarship award consensus deadline ([see 7.4.3](#)).
- 7.4.5 Each judge will review all applications meeting the criteria stipulated above. Each judge will evaluate and rank each application and submit his/her written results on the Judges Score sheet, to the Scholarship Committee Chairperson.
- 7.4.6 The Scholarship Committee Chairperson will compile the individual rankings and review with the Scholarship Committee to obtain consensus on the award(s). The Scholarship Committee Chairperson will notify the Boston

Section Leadership Team of the Scholarship Committee award recommendations by the scholarship award consensus deadline ([see 7.4.3](#)). The ASQ Boston Section Chairperson will ensure that each applicant is notified of his/her award status.

- 7.4.7 The Scholarship Committee Chairperson will ensure that all applications and the written reviews of the judges are maintained for at least 1 year after the scholarship(s) is/are awarded.