

Scholarship Committee

Standard Operating Procedures

October 12, 2009

Goal

To promote education in the water industry by awarding annual scholarships/grants to Section members, members of their families and graduate students.

Committee Membership

Anyone interested.

Timeline / Deadlines

1. Committee to review, evaluate and select recipients for the Theodore Leisen Scholarship (October).
2. Submit annual Scholarship Committee Report by Annual Fall Conference (November).
3. Submit annual Scholarship Committee Budget to Treasurer (November).
4. Submit quarterly reports to Section board liaison.

Deliverable/Activities

1. Present Theodore Leisen Scholarship(s) to students at annual fall conference during luncheon.
2. Submit budget request to Section treasurer for upcoming year.

Budget Items:

- Abel Wolmen Scholarship Fund
- Stockholm Water Prize (NWEA's science fair)
- Tops Ops (Travel expenses to National AWWA Conferences)
- Conference (scholarship for operators to attend Section conference)
- Theodore Liesen Memorial Scholarship (two to three student scholarships)

Standard Procedure

1. Theodore Leisen Scholarship.
 - a. Obtain applications from the Student Activities Committee for the Theodore Leisen Scholarship in early October.
 - b. Within two weeks after obtaining the applications, review applications, select recipients and provide recipients names to the Student Activities Committee.
 - c. Contact Section treasurer with names of recipients and request scholarship checks.
 - d. Present scholarship to recipients at the fall conference luncheon.

Supporting Materials

1. Annual Committee Report.
2. Annual Committee Budget.

Applicable Policy Numbers