

*Midwest Regional Chapter
Society of Quality Assurance*



CHAPTER PROCEDURE

Title:	MWSQA Scholarship
Date of Approval:	23 March 2006

PURPOSE/SCOPE

The Midwest Regional Chapter of the Society of Quality Assurance (MWSQA) periodically offers a scholarship to its membership to help defray the costs associated with attending the Annual Society of Quality Assurance’s (SQA) Annual Meeting. The purpose of this procedure is to describe the scholarship process.

DEFINITIONS

Scholarship Coordinator (SC): Volunteer appointed by the MWSQA Board of Directors (BoD) to coordinate various administrative activities concerning the MWSQA scholarship. The SC must be a current member of MWSQA and may also be a member of the BoD.

PROCEDURE

RESPONSIBILITY

- | | |
|---|-------------|
| 1. The BoD votes on whether or not to offer the scholarship for the next Annual SQA meeting including the dollar amount of the scholarship. | BoD members |
| 2. The BoD appoints a SC, if needed. | BoD members |
| 3. The President communicates the BoD decision to the Scholarship Coordinator (SC). | President |
| 4. The SC prepares a request for applicants and ensures the request is distributed to MWSQA members via the MWSQA Newsletter and/or via e-mail. The request shall indicate the reason for the scholarship, the amount of the scholarship, the application deadline, and the information required to be submitted by the | SC |

MWSQA Scholarship

PROCEDURE

RESPONSIBILITY

applicant including:

- Applicant name, address and contact information
- Applicant's curriculum vitae (CV) including all past and present involvement with SQA/MWSQA
- Letter describing why the applicant would like to attend the Annual SQA meeting and what they hope to gain from their attendance.

SC

Note: BoD members and previous winners are not eligible to apply for the scholarship.

5. After the deadline has passed, the SC scans the applications received, removes the names of the applicants from the scans and forwards the scanned applications to the BoD with instructions to vote for one of the applicants.

SC

6. Each member of the BoD votes to select the recipient of the scholarship and sends their vote to the SC.

BoD members

7. The SC tallies the BoD votes and notifies the BoD with the results.

SC

8. The BoD approves the results and approves the SC to contact the applicants.

BoD members

9. The SC notifies the winning applicant and verifies he or she is still planning to attend the Annual SQA meeting. The SC also verifies the winning applicant understands the reimbursement requirements.

SC

Note: If the winning applicant can no longer attend the Annual SQA meeting, the SC will notify the BoD to determine the best course of action, which might include contacting the applicant with the second highest amount of votes or not offering the scholarship for the given year.

SC

10. The SC notifies the applicants who were not chosen for the scholarship.

SC

11. The winning applicant submits receipts to the SC.

Winning Applicant

12. After the Annual SQA meeting, the SC verifies the winning applicant attended by contacting SQA Headquarters.

SC

MWSQA Scholarship

PROCEDURE

RESPONSIBILITY

13. After verifying attendance, the SC submits the receipts to the MWSQA Treasurer.
14. The MWSQA Treasurer makes arrangements to reimburse the winning applicant or the winning applicant's company up to the amount of the scholarship. The winning applicant is responsible for any expenses in excess of the scholarship amount.

SC

Treasurer

Owner: President