

BARNSTABLE COUNTY PUBLIC WORKS ASSOCIATION

EDUCATIONAL SCHOLARSHIP AWARDS PROGRAM

PART I **POLICY AND PROCEDURES**

MISSION:

The mission of the Barnstable County Public Works Association (BCPWA) Educational Scholarship Program is to provide funding assistance to Members and eligible family enrolled in post-secondary education and in particular for the purpose of advancing and improving the interest of all facets of public works administration, planning, construction, and operation, and related fields.

As referenced in this document “Member(s) shall mean Member, Honorary Member, Associate Member, and Corporate Member, as defined in the Association By-Laws.

ADMINISTRATION:

The Scholarship Award Program will be under the direction of the Barnstable County Public Works Association Board of Directors (Board), who shall appoint a Scholarship Award Committee (Committee) that will be responsible for reviewing all applications deemed eligible by the Clerk and recommending to the Board the allocation of funds to the successful applicants in accordance with their findings and the policies and procedures set forth in this document.

The Committee shall be comprised of no less than three (3) Members, of which one must be a member of the Board of Directors. The Director shall act as Chairman of the committee and will be responsible for representing the Committee’s finding to the Board. Initially, two terms will be for a two (2) year period, and one term will be for a three (3) year period. Thereafter, all terms will be for three (3) years.

Application for scholarships shall be made available via the Association website or by mail on February 1st of the award year. All applications must be submitted to the Clerk before May 1st. Members may submit applications on their own behalf. Members must sponsor and submit their children’s or grandchildren’s application.

The Committee, through the Clerk, may elect to contact with questions or request an interview of any applicant personally. Arrangements shall be made for an interview location within the Commonwealth of Massachusetts.

The Committee shall submit their findings to the Board two weeks prior to the Board's July meeting at which time the Board shall vote on the approval of the recommendations.

Scholarship awards shall be made at the August monthly meeting, or if necessary, any other regular monthly meeting deemed appropriate to the Board. Recipients of an award shall be a guest of the Association.

PART II

GENERAL UNDERGRADUATE & GRADUATE SCHOLARSHIPS

INTENT:

It is the intent of this General Undergraduate & Graduate Scholarship Program to promote higher education by offering financial assistance to qualified applicants as defined in within this document.

ELIGIBILITY:

Qualified Members, and children and grandchildren of qualified Members of the Barnstable County Public Works Association, formerly Barnstable County Highway Association, are eligible for the General Scholarship awards. Applications for scholarships shall be accepted for consideration provided that the applicant:

- 1 Is matriculating at either a four-year or a two year National or State accredited degree granting college or graduate school or is attending night courses at a National or State accredited school while working.
- 2 Has been accepted for admission to such a college.
- 3 Has provide evidence to the Committee of his or her enrollment in an accredited degree granting college together with his/her field of study before scholarship payments are made to the student. The said evidence shall consist of a written statement from a duly authorized representative of the college.
- 4 Has submitted a complete and signed application form (attached).

CRITERIA:

The Committee shall review all eligible candidates who have submitted a complete application and recommend scholarship awards to the Board based on their findings. In determining an award to eligible candidates the Committee shall take into consideration the following five (5) criteria:

1. Merit: Merit shall be measured based on grade point average of the prior year.
2. Commitment: Commitment shall be measured by the extent (hours) and quality of degree related extra-curricular activity.
3. Need: Need shall be measured based on information offered in a “Statement of Need” provided by the applicant.
4. Quality of Application: Quality of application shall be measured on completeness and neatness of the application form. Type written applications are encouraged.
5. Participation in Community Service: Participation in Community Service shall be measured by the number of volunteer hours served in a community activity.

This criterion is intended to be objective and nondiscriminatory, allowing for the recipient to be selected from a broad group of candidates. Although applicants in non-Public Works related fields are eligible and encouraged to participate, it is the goal of this Scholarship Program to promote the knowledge and science of the Public Works field. Therefore, in determining the allocation of scholarship funds, the committee shall give preference to those applicants in:

- Public Works Administration
- Civil Engineering
- Engineering Management
- Engineering Technology
- Other Public Works or Civil Engineering related curriculum

Scholarship awards shall be limited to the following candidates:

- BCPWA Member or sponsor is in good standing for three or more years
- BCPWA Member or sponsor who has participated in an average of three Association meeting during the three most recent calendar years prior to the application deadline as determined by the Association Clerk.

- Who are enrolled as a Freshman, Sophomore, Junior, Senior, or Graduate Student in an accredited college.

SUBMISSION REQUIREMENTS:

- Complete and signed Application
- A brief statement explaining reasons for attending college (200-300 words)
- Copy of current resume.
- Current copy of transcript
- Brief Statement of Need.
- Minimum of one letter of recommendation (dated within one year of the date of this application)
- Any additional information that is applicable to this scholarship related to financial need, community service, and degree related extra-curricular activity or other information.

FUNDING:

The total annual amount of Association funds available for this scholarship program, together with other donations to educational institutions, shall be as defined in Article X, Section 3 of the Association By-Laws. The Committee may make a recommendation to award a total less than the amount of funds available. Said unused funds shall be returned to the general account.

AWARD:

The Undergraduate and Graduate Scholarship awards shall be made once a year to deserving and eligible candidates, as determined by the Board on the recommendation of the Scholarship Committee and at a time and place defined in Part I.

GENERAL UNDERGRADUATE & GRADUATE SCHOLARSHIP APPLICATION

Applicant:

Date _____

Name _____

Permanent Address _____

Daytime Telephone # _____

Night time Tel #: _____

Mobil # _____

Email Address _____

Attending College/University:

Name _____

Address _____

Telephone # _____

Registrar's Name _____

Contact # _____

Email Address _____

Major Study _____

Area of Concentration _____

Current Status: Freshman: ___ Sophomore ___; Junior ___; Senior ___:

Masters ___ PhD: ___

Date of Graduation: _____

Employment during school year: Yes: ___ No: ___

Member/Sponsor: (if applicable)

Name _____

Municipal or Corporate Employer _____

Address _____

Daytime Telephone # _____

Night time Tel #: _____

Mobil # _____

Email Address _____

Consecutive Years as BCPWA member*: _____

Average Number of Meetings Attended Over Last 3 Years:* _____

*If you need help with this information, please contact the Clerk.

Financial Data:

Annual Tuition: _____

Living Expenses: _____

Additional Annual Fees: _____

Travel Expenses: _____

Books/Materials: _____

Miscellaneous Expenses: _____

Total Annual Costs: \$ _____

Employment Information: (if applicable)

Employment during school year: Yes: _____ No: _____

Hours of employment per week: _____ hrs.

If yes, provide employers name and telephone #:

Name: _____

Tel. #: _____

Scholarship Submission Checklist:

- | | | |
|--|----------|---------|
| 1. Complete and signed Application form | Yes_____ | No_____ |
| 2. Enrolled in an 2 or 4 year Accredited Program: | Yes_____ | No_____ |
| 3. Paid member for current 3 years (min): | Yes_____ | No_____ |
| 4. Annual Participation in three (3) Meetings per year (avg): | Yes_____ | No_____ |
| 5. Resume is current: | Yes_____ | No_____ |
| 6. College Transcript is current: | Yes_____ | No_____ |
| 7. Recommendation letter is current: | Yes_____ | No_____ |
| 8. Application is signed by both Applicant and Association member: | Yes_____ | No_____ |
| 9. Brief Statement of Need:** | Yes_____ | No_____ |

** Please attach a narrative describing any additional information or data related to financial need that will be helpful in assessing "Need". Also, attach a list of scholarships (including award amounts) received for the upcoming school year.

I hereby attest that the information herewith submitted is accurate and complete:

Signed: _____ Date: _____
Applicant

Signed: _____ Date: _____
Member/Sponsor

Applications must be received by March 15.

Mail your application and supporting material to the following address:

Richard J. Waldo: Clerk

Barnstable County Public Works Association

C/O Provincetown DPW

260 Commercial Street

Provincetown, MA 02657

Office Tel No. 508-487-7060

PART III

PETER HOMER AWARD

Peter Homer was an employee of the Town of Yarmouth Department of Public Works for 41 years and past President of the Association. Mr. Homer was among those visionaries on the Board to propose the General Undergraduate and Graduate Scholarship Program. His efforts resulted in tens of thousands of dollars being distributed to hundreds of deserving students over the past 3 decades. In 2002, in recognition of his contributions to the Barnstable County Public Works Association, the Board established the \$500 Peter Homer Award in his honor.



The Committee may, at its discretion, recommend an additional amount up to \$500 in scholarship funds to the candidate that prepares the most comprehensive and complete application for the Graduate and Undergraduate Scholarship.

PART IV

GEORGE ALLAIRE CONTINUING EDUCATION AWARD

INTENT:

The Barnstable County Public Works Association is pleased to offer our Members the opportunity to apply for our premier Education Scholarship offered in the name of our (twice) past Association President and avid proponent for years of the Association Scholarship Program, Mr. George Allaire. It is the intent of the George Allaire Scholarship to promote career advancement of BCPWA Members by offering eligible Members financial assistance in continuing education.

As this is a very competitive program, candidates are strongly encouraged to provide a complete, professional and comprehensive response to the requirements outlined in the Application form. Incomplete applications will be considered non-responsive and, as such, will not be forwarded to the Scholarship Committee for evaluation.

ELIGIBILITY:

This program is offered to eligible Members attending a State and /or Nationally Accredited college program in the following areas of study:

- Public Works Administration
- Civil Engineering
- Engineering Management
- Engineering Technology
- Other Public Works or Civil Engineering related curriculum.
- Other Municipal Government related programs

Scholarship awards shall be limited to the following candidates:

- BCPWA Member in good standing for three or more years
- BCPWA Member who have participated in an average of three Association meeting during the three most recent calendar years prior to the application deadline as determined by the Association Clerk.
- Are enrolled as a Sophomore, Junior, Senior, or Graduate Student in an accredited college.

SUBMISSION REQUIREMENTS:

1. Complete and signed Application
2. A brief statement explaining reasons for attending college (200-300 words)
3. Copy of current resume.
4. Current copy of transcript
5. Brief Statement of Need.
6. Minimum of one letter of recommendation (dated within one year of the date of this application)
7. A one-page essay detailing your qualifications in reference to the scholarship.
8. Any additional information that is applicable to this scholarship related to financial need, community service, degree related extra-curricular activity or other information.

CRITERIA:

The Committee shall review all eligible candidates who have submitted a complete application and recommend scholarship awards to the Board based on their findings. In determining an award to eligible candidates the Scholarship Committee shall take into consideration the following five (5) criteria:

1. Merit: Merit shall be measured based on grade point average of the prior year.
2. Commitment: Commitment shall be measured by the extent (hours) and quality of degree related extra-curricular activity.
3. Need: Need shall be measured based on information offered in a “Statement of Need” provided by the applicant.
4. Quality of Application: Quality of application shall be measured on completeness and neatness of the application form. Type written form is encouraged.
5. Participation in Community Service: Participation in Community Service shall be measured by the number of volunteer hours served in a community activity.

This criterion is intended to be objective and nondiscriminatory, allowing for the recipient to be selected from a broad group of candidates.

In determining the most deserving candidate the Committee shall also take into consideration the highest value calculated from the following grading rubric.

Criteria	Highest level (4pts)	Middle level (3pts)	Lowest Level (2pts)	Comments
1. Prior Year Grade Point Average				
2. Degree Related Extra- Curricular Activity.				
3. Financial Need				
4. Quality of Application				
5. Community Service				
Totals				=

FUNDING:

This program will be funded using the contributions made in George Allaire's name. Future funding of this program will be sourced from 100% of the raffle donations collected at the annual cookout held in August, and the annual holiday party held in December. Additional funds may be used to supplement these contributions in accordance with the provisions of Article X of the BCPWA By-Laws. Unused funds generated from the raffles in excess of the minimum account balance outlined in Article X, Section 3 of the Association By-laws shall be returned to the general account at the end of the fiscal year.

AWARD:

The George Allaire Scholarship shall be awarded once a year to a single deserving and eligible candidate who has demonstrated the highest level of commitment and dedication to the field of Public Works or a related field defined above. The Board shall make the award on the recommendation of the Committee. The Board is not required to award this scholarship annually.

Candidates applying for the George Allaire Scholarship who are not selected for the award, are not disqualified from participation in any other BCPWA Scholarship program. Applicants for the George Allaire Scholarship are encouraged to apply for the General Undergrad/Graduate Scholarship at the same time to ensure consideration for the upcoming school year. Separate applications are required for each program.

GEORGE ALLAIRE CONTINUING EDUCATION SCHOLARSHIP PROGRAM
APPLICATION

Applicant:

Date _____

Name _____

Permanent Address _____

Daytime Telephone # _____

Night time Tel #: _____

Mobil # _____

Email Address _____

Attending College/University:

Name _____

Address _____

Telephone # _____

Registrar's Name _____

Contact # _____

Email Address _____

Registrar Tel. # _____

Major Study's _____

Area of Concentration _____

Current Status: Sophomore ____; Junior ____; Senior ____; Masters ____ PhD: ____

Financial Data:

Annual Tuition: _____

Living Expenses: _____

Additional Annual Fees: _____

Travel Expenses: _____
 Books/Materials: _____
 Miscellaneous Expenses: _____
Total Annual Costs: \$_____

Sponsor: (if applicable)

Name _____
 Municipal or Corporate Employer _____
 Address _____

 Daytime Telephone # _____
 Night time Tel #: _____
 Mobil # _____
 Email Address _____
 Consecutive Years as BCPWA member: * _____
 Average Number of Meetings Attended Over Last 3 Years: * _____

*If you need help with this information, please contact the Clerk.

Scholarship Submission Checklist:

- | | | |
|---|----------|---------|
| 1. Complete and signed Application form | Yes_____ | No_____ |
| 2. Enrolled in an Accredited Program: | Yes_____ | No_____ |
| 3. Paid member for current 3 years (min): | Yes_____ | No_____ |
| 4. Annual Participation in three (3)
Meeting per year (avg): | Yes_____ | No_____ |
| 5. Resume is current: | Yes_____ | No_____ |
| 6. College Transcript is current: | Yes_____ | No_____ |
| 7. Recommendation letter is from current
Professor affiliated with your college: | Yes_____ | No_____ |
| 8. Application is signed by both Applicant
and Association member: | Yes_____ | No_____ |
| 9. Brief Statement of Need:** | Yes_____ | No_____ |

** Please attach a narrative describing any additional information or data related to financial need that will be helpful in assessing "Need". Also, attach a list of scholarships (including award amounts) received for the upcoming school year.

I hereby attest that the information herewith submitted is accurate and complete:

Signed: _____ Date: _____
Applicant

PART V

PUBLIC SCHOOLS AND COLLEGES SCHOLARSHIPS

INTENT:

It is the intent of the Public Schools and Colleges Scholarship Program to promote interest in all facets of public works and civil engineering by offering scholarships to qualified students attending public schools located within Barnstable County who are in or are matriculating into a public works related, National or State accredited curriculum.. It is recognized that in awarding scholarship awards under this program the Board will be working in conjunction with the officials of the attending school or college of the qualified recipient in the best manner as may be acceptable to the Board.

ELIGIBILITY:

This program is offered to graduating high school seniors accepted to a State and/or Nationally Accredited college with Barnstable County in the following areas of study:

- Public Works Administration
- Civil Engineering
- Engineering Management
- Engineering Technology
- Other Public Works or Civil Engineering related curriculum.

Qualified candidates must”:

- Must be matriculating at either a four-year or a two year accredited degree granting college or graduate school.
- Has been accepted for admission to such a college.
- Has provided evidence to the Committee of his or her enrollment in an accredited degree granting college together with his/her field of study before scholarship payments are made to the student. The said evidence shall consist of a written statement from a duly authorized representative of his or her school or the attending college.

FUNDING: The total annual amount of Association funds available for this scholarship program shall be as defined in Article X, Section 3 of the Association By-Laws.

APPLICATION:

Administration of the application, review and award for this program is through the school. Therefore, potential candidates should contact the School Counselor of their respective school for an application.