

## **CRITERIA FOR CONSIDERATION IN AWARDING SCHOLARSHIPS**

The Scholarship Program shall be administered by the Scholarship & Awards Committee of C.E.H.A. It is the intention of the committee to award the Marvin L. Smith and Yankee Conference Scholarships each calendar year to selected and deserving candidates. Consideration for scholarship awards shall be based on criteria established by the Scholarship & Awards Committee and reviewed periodically by the Executive Board and consist in part of the following:

- Applicants must be CEHA members, or the children of members.
- Preference will be given to applicants who are actively pursuing an approved course of study at an accredited educational institution directly leading to a position of eligibility for becoming a Connecticut Registered Sanitarian, Sanitary Engineer, or Public Health Official.
- The applicant expresses a desire to become employed in Connecticut immediately upon completion of such courses or studies in the field of environmental health.
- Undergraduate degrees receive preferential consideration.
- The relevance of courses and grades in those courses are considered.
- It is the policy of the Committee to grant scholarship awards to new applicants. Previous recipients of awards will be considered only if new applicants do not qualify.

The Scholarship & Awards Committee shall develop an application incorporating the concepts of the scholarship criteria that have been approved by the Executive Board. To be considered complete, an application shall include the following information:

- A completed application form, signed by the applicant.
- A signed statement by the appropriate institution department head that the courses to be taken during the scholarship award period are acceptable for the required credits needed to pursue an associate of arts or science degree, or a bachelor of arts or science degree, or a graduate degree in the environmental health or administration aspect of the public health career being pursued.
- A current official transcript.
- A short written summary of any environmental health experience and the professional goals of the applicant.

Scholarship applications must be received by the Chair of the Scholarship & Awards Committee before July 31<sup>st</sup>.

The Scholarship & Awards Committee shall review all properly completed applications and determine a “score” for all applicants under a rating system that assigns a numerical value to scholarship award criteria. The results shall be submitted to the CEHA Executive Board prior to its September Executive Board Meeting with recommendations for award recipients. In the event that there is no qualified applicant(s), the Committee shall so report such information to the Executive Board.

The Executive Board of the CEHA shall review the designated award recipients at its September Board Meeting. A two-thirds vote of those Board members present at the September meeting shall be required for awarding scholarships. Once approved, the successful applicant(s) shall be notified and invited to attend the Annual Meeting in November where the awards shall be presented.

If there should be a disagreement between the Executive Board and the Scholarship & Awards Committee concerning the suitability of any applicant, further review shall be made by both the Board and the Committee. There shall be a meeting following such review by the Scholarship & Awards Committee, or the Chairperson of the Committee, and the Executive Board prior to the Annual Meeting to try to reach an agreement on a suitable recipient. In the event, a decision still is not reached as to an appropriate recipient for the scholarship, then, providing that at least one applicant is eligible for receiving the award, the applicant receiving the most favorable votes of the Executive Board of the CEHA shall receive the award. However, no award may be approved after the November Annual CEHA meeting date in the year in which it was considered.

It shall be the obligation the Scholarship & Awards Committee to contact all appropriate approved educational institutions for the purpose of informing them of the availability of the Marvin L. Smith and Yankee Conference Scholarship Funds as the names of the institutions are brought to the attention of the Scholarship & Awards Committee. A copy of the application forms and selection criteria for the Scholarships shall be supplied to an appropriate individual at each such institution.

M.L. Smith Scholarship History:

- \*Originally approved as a \$100.00 scholarship
- \*Increased to \$150.00 by CEHA Executive Board, October 19, 1978.
- \*Increased to \$250.00 by CEHA Executive Board, March 15, 1979.
- \*Increased to \$500.00 by CEHA Executive Board, March 1, 1983.
- \*Increased to \$1000.00 by CEHA Executive Board, May 10, 1989.
- \*Increased to \$1500.00 by CEHA Executive Board, January 10, 2007.

Yankee Conference Scholarship History:

- \*Increased from \$900.00 to \$1250.00 by CEHA Executive Board, January 10, 2007.

Criteria Document History:

- Approved by the CEHA Executive Board, August 20, 1979.
- Amended and approved by the CEHA Executive Board August 16, 1979.
- Amended and approved by the CEHA Executive Board April 8, 1983
- Amended and approved by the CEHA Executive Board April 13, 1984.
- Same criteria shall be used for both scholarships - Amended and approved by the CEHA Executive Board June 14, 2007.