



ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

AWMI BALTIMORE CHAPTER SCHOLARSHIP FUND

2011

The AWMI Baltimore Chapter Scholarship Fund was established in accordance with AWMI purposes and objectives, as stated in our bylaws, to encourage and further develop the educational and professional backgrounds, as well as the career development of our members. AWMI members are actively encouraged to participate in this program to realize this important benefit of membership.

There are 2 scholarships available for our Chapter members. The scholarships are to be awarded on a first-come, first-serve basis. Each scholarship is for a maximum of \$250.00. (Note: if an individual scholarship is less than \$250.00 additional scholarships may be awarded for the balance of funds available).

A Chapter committee to award scholarships shall consist of equal numbers of Board Members and Non-Board Members (committee minimum of four persons), and headed by a Scholarship Committee Chair (if no chair is assigned, the Chapter President or her delegate is responsible).

Applications can be accepted at any time and acted upon at the next Chapter Scholarship Committee meeting. Funds will be provided to the financial extent that the Scholarship Fund permits. In the event of insufficient funds, the applicant's request will be denied with a letter from the Scholarship Committee Chair.

Requirements:

1. Applicant must be an AWMI member in good standing for at least one year (defined as dues paid for previous year and current year). An exception to this requirement may be made by a vote of the Chapter Board.
2. Scholarship recipients should remain an AWMI member for one year after receiving the award, or they may be asked to repay the monies to AWMI.
3. Completed application or request letter should be received prior to registration for course/seminar/conference, wherever possible.

Eligible Opportunities

1. Scholarship – For long-term education at an accredited school, college or university. Courses must be business-related or a degree requirement. Funds may be used for tuition or books. This type of scholarship is renewable to the same recipient by term/quarter/semester and must be re-approved by the chapter committee. Applications must be submitted at a minimum of two weeks prior to the deadline for course enrollment. Fifty percent (50%) of the approved amount will be given to the applicant upon approval of the application, and the remaining fifty percent (50%) will be given

upon proof of completion of the course with a passing grade or equivalent documentation.

2. Grant – For short-range education (must be business/ professional seminars/industry meetings, etc). Members are eligible for one grant per calendar year. Funds will be paid in full before the course/event.
3. AWTMI Conferences– As offered by the Association. All conference-related expenses (such as registration, hotel and travel) will be reimbursed directly to the applicant upon receipt of a completed expense form and proof of payment.

NOTE: The cost for Chapter Board members to attend AWTMI conferences should be set aside as a budget line item and not be drawn from Chapter Scholarship Funds. However, if insufficient funds have been budgeted, and the Chapter has money available in its Scholarship Fund, it is appropriate to apply for use of these funds to attend a conference. The Chapter should use the same application and approval process as they would use for a grant (see above). This does not need approval at any level except the Chapter level.

4. Special Provisions – Under special circumstances, funds may be made available for childcare, transportation (e.g. to/from a business-related course or seminar), or hardship. The Chapter Scholarship Committee must receive approval from the Chapter Board in this instance.

Notification:

Each applicant will be notified in writing of the Chapter Scholarship Committee's decision, and funds will be reimbursed as appropriate.