

ITEA Scholarship Program (Revised December 2011)

I. Overview

The ITEA Scholarship Program is designed to foster interest and education in technical fields that may benefit the test and evaluation profession. The program furthers the goals of ITEA by providing financial aid to qualified students attending or scheduled to attend an institution of higher learning (i.e., universities, colleges, and community colleges) in a technical field and/or offering grants to educational institutions, including schools with Science, Technology, Engineering, and Mathematics (STEM) programs, to purchase equipment that has the potential to impact their technical curriculum.

II. Administration of the Scholarship Program

The ITEA Scholarship Program is administered by ITEA Chapters with the assistance of the ITEA Executive Office (EO) and under the cognizance of the ITEA Board of Directors. Chapters may, at their discretion, develop relationships with local universities and colleges to assist with the selection and award of scholarships. Chapters will develop eligibility guidelines such as, required grade point average, course of study and application requirements. The selection of individual scholarship awardees is at the discretion of the local Chapter. Each Chapter must provide the ITEA Executive Office with the names of individual scholarship recipients.

The ITEA EO will assist the Chapters with the financial administration of the Scholarship Program including the issuance of scholarship checks and the establishment and maintenance of an Education Account. The ITEA EO will send the Chapter a check for presentation to the designated educational institution. The check will be written payable to that institution. In accordance with IRS reporting requirements for year-end tax returns, each Chapter must provide the ITEA EO with the names of the individual scholarship recipients, their tax ID numbers, full postal mailing address, telephone number, along with the name, address, telephone, and tax ID of the educational institution and the financial/program point of contact.

II. Scholarship Program Funding

1. Chapters Sponsoring and Hosting of Educational Events

Funds for scholarship programs are generated by a Chapter: 1) Sponsoring local educational events (such as Chapter luncheons and golf tournaments); and, 2) Hosting ITEA workshops, symposia, courses, and other events which are coordinated through the ITEA EO and the Events Committee.

For each Chapter-hosted ITEA event the Chapter will be allocated a base incentive of 25% (35% for events hosted by more than one Chapter) of the net income for its scholarship fund. The Chapter's allocation of the net income will be retained by ITEA EO and placed in the Chapter's Education Account. With regard to national events (e.g. Annual Symposium, Technology Review, etc.), the Technical and Program Chairs for the event in conjunction with the ITEA EO will assess the participation and support provided by the hosting chapter(s) and make a recommendation to the EXCOM regarding eligibility for any additional bonus. The EXCOM will make the final determination regarding chapter eligibility for an additional bonus.

2. Annual Supplemental Funds

The purpose of the Education Account is to provide the financial basis for supplemental scholarship funds. Supplemental scholarship funds are distributed yearly to Chapters by The ITEA EO and are intended to supplement Chapter scholarship fund-raising activities. Any Chapter committing funds for a scholarship is eligible for supplemental funds.

At the first Board meeting after the financial year close out, the Ways & Means Committee will identify the available supplemental scholarship funds. The Ways & Means Committee will use the following formula to determine the supplemental scholarship amount.

$$\begin{array}{r} \textit{Year-end Surplus Funds} \\ - \textit{Organizational Initiative Funds} \\ + \textit{Education Account Portfolio Increases (interest \& market value)} \\ \hline = \textit{Available Supplemental Scholarship Funds.} \end{array}$$

Chapters will receive Supplemental Scholarship Funds equal to not less than \$0.25 but not more than \$0.50 per \$1.00 scholarships awarded based on the amount of scholarships awarded during the financial year. Available Supplemental Scholarship Funds in excess of \$0.50 per \$1.00 awarded will be added to the Education Account to increase the stability and interest revenues. If the available supplemental scholarship funds are less than \$0.25 per \$1.00 awarded, the difference will come from the ITEA Education Account.

3. Five-Year Rule

To preserve the ITEA Education Account, and therefore the ability to issue supplemental scholarship funds each year, Chapter-issued scholarships over a five year period will not exceed the total revenue earned (event revenues + corporate sponsorship revenues + supplemental scholarship funding) over that five year period. If a Chapter requesting scholarship disbursement is not in compliance with the “five-year rule”, a communication will be immediately sent by the ITEA EO to the appropriate Regional Vice President (RVP) and copied to the Chapter. The RVP will have the responsibility of bringing the issue before the ITEA Board of Directors for consideration and with a recommended action. The ITEA Executive Director will coordinate this communication. If the RVP does not take prompt action the ITEA Board of Directors may take unilateral action based on recommendations by the ITEA Executive Director. Board action may include a wavier of the policy on a one-time basis, a recommendation that the Chapter work to replenish scholarship funding at the Chapter level through event hosting, or other actions as determined by the Board.