



## **Gary S. Straus Memorial Scholarship Fund Committee**

### **Operating Guidelines**

#### **A. Establishment of the Committee**

The President of the New Jersey Environmental Health Association shall appoint a person to serve as a Committee Chair. The Chair shall serve at the pleasure of the Executive Council. The Chair shall appoint no less than four (4) members of the New Jersey Environmental Health Association to serve on the Committee. The Committee shall meet as often as necessary to conduct business at hand. Meetings shall be held at times and locations convenient to all members after reasonable notice given by the Chair.

#### **B. Duties of the Committee**

1. The Committee shall review all scholarship applications during the current application time period. The application time period shall run from January 1 through August 31 each year. All application shall be complete and officially received or post marked by August 31 to be considered for that year's award. An application is officially received by regular mail or hand delivery to a Scholarship Committee Member. The Scholarship recipient will be announced at the New Jersey Environmental Health Association's Annual General Membership meeting, which is held in the fall.
2. The Committee shall only award a Scholarship by a majority vote of all Committee members. The Committee, by a majority vote, may choose not to award a Scholarship for any given year. All Committee members shall be given reasonable notice of any vote.
3. The Committee shall not award more than two (2) individual Scholarships annually. The maximum individual Scholarship award shall not exceed \$500.00. A lesser amount may be awarded upon a majority vote of the Committee.
4. The Committee shall conduct an Annual Scholarship Fundraiser or other fund raising activities to maintain the fiscal health of the Scholarship Fund. Such events or activities shall be conducted in conjunction with the Fundraising and Membership Committees.

5. The Committee shall conduct 50/50 raffles at all General Membership Meetings, proceeds of which shall be immediately deposited into the Scholarship Fund.
6. Any Scholarship Committee Member may officially receive a scholarship application. The Committee Chair shall send written acknowledgment to each applicant once he/she receives an application. An application not officially received may be denied without reviewing the substance of the application.

#### C. Duties of the Applicant

1. The applicant shall be a member in good standing. A member in good standing is defined as an active New Jersey Environmental Health Association member for a period of at least two (2) years whose dues are not delinquent and has attended a minimum of two (2) meetings per year.
2. The applicant shall be enrolled in a degree program related to environmental health. The degree program must be offered at a recognized college, university or other institution of higher learning located in New Jersey, New York or Pennsylvania. The Committee, by a majority vote, may approve Scholarships for study at schools outside this area.
3. An application for Scholarship shall include a completed Gary S. Straus Memorial Scholarship Application form accompanied by a certified copy of the applicant's student transcript.
4. Applicants who have previously received this scholarship are ineligible.
5. Applicants seeking a scholarship to fund continuing education credits are ineligible.

#### D. Scholarship Funding

The Committee shall be provided with adequate funding to properly conduct business. This funding shall be derived from the Annual Fundraiser, 50/50 raffles, private donations or any other source permitted by law. Alternate or additional fundraising efforts may be implemented by the Committee from time to time when necessary.

## Revisions to Scholarship Guidelines

1. Reasonable notice must be given by Chair for Scholarship Committee meetings (Part A)
2. Application time period to run from Jan. 1 to August 31. (Part B-1)
3. Applications must be officially received, meaning hand delivered to a Scholarship Committee member or by regular mail. (B-1)
4. Scholarship winner to be announced at fall general membership meeting (B-1)
5. Committee may choose not to award scholarship by majority vote after reasonable notice. (B-2)
6. Specifies maximum INDIVIDUAL award and permits Committee to award lesser amounts. (B-3)
7. Committee to conduct fundraisers in conjunction with Fundraising and Membership committees . (B-4)
8. Require the Chair to send written acknowledgement of OFFICIALLY RECEIVED application. (B-6)
9. Defines MEMBER IN GOOD STANDING (C-1)
10. Applicants who previously received scholarship ineligible. (C-4)
11. Scholarship fund sources expanded to any permitted by law. (Part D)