



## New Jersey Environmental Health Association

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### **Gary S. Strauss Scholarship Fund - Operating Guidelines**

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

The Chair and members of the Scholarship Committee, as stated in the New Jersey Environmental Health Association By-Laws, shall be the Chair and members of Gary S. Strauss Scholarship Fund Committee. The Committee shall meet as often as is necessary to conduct the business of the Committee. 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. Each year between January 1<sup>st</sup> and August 31<sup>st</sup>, the Committee shall advertise the Gary S. Strauss Scholarship to members in Association newsletters and on the Association website.
2. The Committee shall review all scholarship applications during the current application time period. The application time period shall run from January 1<sup>st</sup> through August 31<sup>st</sup> each year.
3. All applications shall be complete and officially received or postmarked by August 31<sup>st</sup> to be considered for that year's award. An application is officially received by regular mail or hand delivery to a Scholarship Committee member. Any Scholarship Committee member may officially receive a scholarship application. The Committee Chair shall send written acknowledgement to each applicant once a scholarship application is officially received. An application not officially received by August 31<sup>st</sup> may be denied without reviewing the substance of the application.
4. The Committee shall only award the scholarship by a majority vote of all Committee members. The Committee, by a majority vote, may choose not to award the scholarship for any given year. All Committee members shall be given reasonable notice of any vote.
5. 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.
6. The Scholarship recipient will be announced at the Association's annual General Assembly meeting held in autumn.

7. The Committee shall conduct an Annual Fundraiser to maintain the fiscal health of the Scholarship Fund. Such events or activities shall be conducted in conjunction with the Membership Committee.
8. The Committee may conduct 50/50 raffles at all General Membership meetings, the proceeds of which shall be immediately deposited into the Scholarship Fund.

### **C. Duties of the Applicant**

1. The applicant shall be a member in good standing as defined in the Association By-Laws.
2. The applicant shall be enrolled in a degree program related to environmental and public health. The degree program must be offered at a recognized and credentialed college, university or other institution of higher learning located in New Jersey, New York or Pennsylvania. The Committee may, by a majority vote, approve scholarships to applicants enrolled at approved schools outside of New Jersey, New York or Pennsylvania.
3. The applicant must complete an official Gary S. Strauss Scholarship Fund application in its entirety and officially submit it to the Scholarship Committee by the deadline of August 31<sup>st</sup>.
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**

1. The Committee shall be provided with adequate funding by the Gary S. Strauss Scholarship Fund to properly conduct Committee business in according with these operating guidelines. 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 as is necessary.