**K-12 Student Outreach**

**6.9 High School Student Scholarship – Eastern Branch**

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| **1. Section, Branch** | Montana Section, Eastern Branch |  |
| **2. Section/Branch Size** | Small |  |
| **3. Project Contact** |  |
| Name | Pat White |
| Phone Number | (406) 896-6253 |
| Email | patrickjw.white@gmail.com |
| **4. Project Category** | K-12 Student Outreach |
| **5. Project Description** | Then Billings Engineers Club (BEC) scholarship program provides higher education scholarships. This scholarship is reserved for graduating seniors intending to study a discipline of engineering, engineering technology or related field at an accredited college or university. The amount awarded will depend on availability of funds and will be paid to the student upon verification of enrollment; however, previous scholarships have generally been $1,000 each. Between 2002 and 2010 BEC has awarded an astounding $52,000 in higher education scholarships! |
| **6. The Process**(What you did, When and How) | A scholarship application was prepared by a joint committee of a variety of Engineering disciplines. The application is attached. The key was to evaluate the whole individual. IE; activities, work, community service, letters of recommendation and lastly GPA and SAT/ ACT scores. |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | The committee chair organizes the effort. The scholarship committee is comprised of 4 to 6 individuals whose job is to evaluate scholarship applications and host a student at the Banquet. The scholarships (certificates) are awarded at our Annual Banquet. Here the committee grows so that each scholarship recipient has a dedicated host for the evening at the banquet. The host contacts the student prior to the Banquet, meets them at the door and sits with them. Here the host can make the student and parents feel welcome.Fundraising is a major part of this program. During the 2 months leading up to the banquet, the door prize and scholarship fundraising committee solicits door prizes and scholarship donations. This committee is comprised of 3 individuals who generally call from a historic list which contains what the company or individual has donated in past years. Donors are from our industry however we do branch out to others as well.During August Under a full moon on a Friday night we also have a 9-hole golf tournament at a local Par 3 golf course. The tournament is a scramble format. At 7:00 PM we have a BBQ hosted this year by Famous Dave’s. Each player is given a bucket of balls for Practice. Then as evening approaches directions are given. And Tee time is about 9:30 PM, This tournament is played at night with glow in the dark; golf balls, tee markers, hazard markers, green markers, pin markers and golfer markers. Think lots of Glow sticks, necklaces etc.A sign-up sheet is attached. Because this scholarship program has been successful, The BEC has spent a year going through the process and is now a 501 C3 organization. |
| **8. Time Frame**(When Started, When Completed) | The timeline for the program is lengthy yet takes a minimal amount of work spread over time. The time line is shown here and attached as a doc. |
| **9. Success Factors**(The Parts that Worked Really Well) | Students often don’t complete out the scholarship remittance paper work properly and need to be reminded how to complete the form entirely |
| **10. Setback Factors**(The Parts that did Not Work Well) |  |
| **11. Creativity**(This is something off the wall that we did) | Glow in The Dark Golf Tournament. |
| **12. Administration**(What was most Important?) | Getting the application to School on Time |
| **13. Follow-Up**(What was most important?) | Sending Post card to schools 2 weeks before application is due |
| **14. Recommendations**(What you should ALWAYS do with this project?) | Thank your donors and volunteer committee members |
| **15. Cautions**(What you should NEVER do with this project?) | Let it die |
| **16. The Outcome** | A financial boost to students, with much appreciated parents. The committee and the entire BEC always feel great about helping students financially. At the Banquet we get to give them a glimpse of the future with a warm introduction and words of encouragement as they enter a new world. |
| **17. Ongoing Activity**(Would you do it again?) | Every year |
| **18. Speaker Contact Information** (person from your Region who would be willing to speak about the Best Practice) |  |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| **19. Additional Comments** | This Best Practice includes the following attachments:* Scholarship notification and application forms
* Congratulatory letter template
* Scholarship timeline
* Scholarship remittance form
* Scholarship fundraiser form
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November 29th 2010

*To: High School Counselors, Administrators, and Faculty*

***Re: Billings Engineers Club Scholarship***

Billings Engineers Club (BEC) is pleased to announce that a higher education scholarship will once again be awarded to students in south-central Montana. This scholarship is reserved for graduating seniors intending to study a discipline of engineering, engineering technology or related field at an accredited college or university. The amount awarded will depend on availability of funds and will be paid to the student upon verification of enrollment; however, previous scholarships have generally been $1,000 each. Between 2002 and 2010 BEC has awarded an astounding $52,000 in higher education scholarships!

***Please forward this notification and attached application form to graduating seniors meeting the eligibility requirements listed on the application.*** An electronic version of the application may be found on our website ([www.billingsengineersclub.org/awards.html).](http://www.billingsengineersclub.org/awards.html%29) Application packages will only be accepted in hard copy. E-mailed applications will not be considered. Please do not bind the application elaborately. Each application must dis- assembled, copied, re-assembled and distributed to the scholarship committee members for review. Your attention to this detail will be noted and appreciated. Applications are to be postmarked no later than January 21, 2011.

As in the past, recipients will be duly recognized at the Billings Engineers Club Annual Awards Banquet to be held March 4th, 2011. Successful applicants will be notified in early February and details regarding the BEC Banquet will be passed along. Recipients, along with two guests, will be cordially invited to attend the banquet and three complimentary tickets will be reserved for them, with additional tickets available for purchase. A written notice will be sent after the banquet containing information regarding the transfer of scholarship funds.

Typically scholarships have been awarded to one in every four applicants, so needless to say the chances for a $1,000 scholarship are quite favorable! Please feel free to address questions to me via email at patw@ctagroup.com or by calling 406-896-6253.

BEC has been very pleased with the positive response and number of applicants in recent years. As usual, scholarship committee members were extremely impressed with the high

caliber students that applied in 2010. We eagerly await the opportunity to contribute to another group of well-deserving students’ higher education again in 2011.

Sincerely,

Patrick J. White, P.E.

BEC Scholarship Committee Chair

**BILLINGS ENGINEERS CLUB**

**SCHOLARSHIP APPLICATION INSTRUCTIONS**

**Billings Engineers Club (BEC)** is a non-profit group whose members represent a conglomeration of engineering organizations brought together to share experiences, recognize engineering excellence, and support one another. BEC strives for contributing to the betterment of our communities through service and financial causes.

BEC membership is comprised of professionals from Billings, Montana and the surrounding area. Accordingly, the goal of our scholarship program is to support students in south-central Montana enrolled in an engineering or engineering-related program at an accredited institution. Scholarship amounts vary each year and are based upon annual fundraising efforts.

The attached scholarship application was prepared by a joint committee whose members represent the American Society of Civil Engineers (ASCE), Institute of Electrical and Electronics Engineers (IEEE), Institute of Transportation Engineers (ITE), and the Montana Section of the National Society of Professional Engineers (NSPE), along with other engineering-related professional organizations.

***ELIGIBILITY REQUIREMENTS***

To be eligible for this scholarship, an applicant must:

* Attend an engineering program at a college or university that has been accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET-EAC). A recipient may be disqualified if the program is not ABET- EAC accredited.
* Submit a properly completed application postmarked no later than January 22, 2010.
* Be a high school senior and citizen of the United States at the time of application, while attending high school in one of the following south-central Montana schools:

Absarokee Belfry

Billings Central Billings Senior Billings Skyview Billings West Bridger Broadview Columbus Custer

Fromberg Hardin Harlowton Huntley Project Hysham

Joliet Laurel Lavina

Lodge Grass Melstone

Park City Pryor

Red Lodge Roberts Rosebud Roundup Ryegate Shepherd

*Note: If you feel that your school or another school should be added to this list, please contact us by emailing* *scholarships@billingsengineersclub.org.*

***GOOD LUCK!***

***BILLINGS ENGINEERS CLUB SCHOLARSHIP APPLICATION FORM***

Please send a properly completed form to the following address postmarked no later than January 22, 2010.

BEC Scholarship Committee Attn: Pat White, PE

PO Box 1439

13 North 23rd Street Billings, MT 59103

|  |
| --- |
| **PERSONAL INFORMATION** |
| Last Name | First Name, Middle Initial | Date of Birth |
| Street Address | Citizenship |
| City | State | Zip |
| Name(s) of Parents or Guardians | Telephone Number | E-Mail Address |

|  |
| --- |
| **ACADEMIC INFORMATION** |
| High School | Telephone Number |
| City | State | Zip |
| Cumulative Grade Point Average | Grading Scale (Ex. 4.0) | Class Ranking | Class Size |
| SAT Math | SAT Verbal | Number of Times Taken |
| ACT Math | ACT English | ACT Composite | Number of Times Taken |

Billings Engineers Club Page 1 of 2 Revised: November 2009

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| **UNIVERSITY / COLLEGE INFORMATION** |
| List the major you plan to pursue |
| **Universities or Colleges Applied To** | **Date Applied** |
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**Proceed to Next Page**

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| **ADDITIONAL REQUIRED APPLICATION INFORMATION** |
|  |
| **Please read all instructions carefully.** Using separate single-sided sheets of 8 ½ x 11-inch paper include the following information to support your application. Please type and assemble your information in the order listed below. Items 2 and 3 may be included on the same sheet, if necessary. Please do not use staples with your application. | Evaluation Criteria (100 pts.Total)Letters of Recommendation 20 pts. Grade Point Average 10 pts.SAT/ACT Scores 10 pts. |  |
| 1. **Two (2) Letters of Recommendation**
	* One (1) letter of recommendation from a teacher.
	* One (1) letter of recommendation from another member of your community other than a teacher or relative.
2. **Educational Record, Activities, and Honors (Limited to Five (5) Total Pages)**
	* Include an official copy of your high school transcript with this application. Be sure that SAT and/or ACT scores are included on the transcript along with the number of times taken, or include a photocopy of the official test result reports. Have your guidance counselor include a school profile of the current curriculum and grading system, only if a standard 4.0 scale is not used. Clearly indicate all courses that are “Honors” or “Advanced Placement” programs. Be sure all transcripts are legible. (NOTE: Updated SAT or ACT scores will NOT be accepted after the application deadline. Processing of application begins immediately upon receipt.)
	* List school related extracurricular activities in which you have participated during high school and dates of participation. Include positions held and note significant contributions and/or achievements.
	* List non-school related activities in which you have participated during high school and dates of participation. Include positions held and note significant contributions and/or achievements.
	* List academic honors, civic honors, awards, or scholarships you have received. Please provide a description of what you did to earn recognition.
3. **Employment Record (Limited to One (1) Page)**
	* List all jobs you have held. Include the names of the employer, dates of employment, and a description of the type of work you performed, including hours worked and noting any supervisory positions held.
4. **Essay (500 Words Maximum)**
	* On separate pages, discuss in 500 words or less your interest in engineering, your proposed major area of study or specialization, and the occupation you propose to pursue after graduation. This essay should include information that is relevant to your career plans, including any long-term goals and your plan to achieve them. Essay should be on plain bond paper, typed, and double- spaced. Include your name and major field of engineering at the top of the page.
 |

**APPLICANT’S CERTIFICATION / PERMISSION TO RELEASE INFORMATION**

*(Applications without authorized signatures will be disqualified.)*

I hereby certify that all information submitted on this application is true and accurate to the best of my knowledge, in accordance with eligibility requirements listed in the instructions on Page 1. By submitting this application, I authorize my high school principal or counselor to make available to the BEC information concerning my academic records.

Signature Date \_

|  |
| --- |
| **PRINCIPAL OR COUNSELOR CERTIFICATION** |
| To the best of my knowledge and belief, I hereby verify that the academic information and summary of school activities in this application are correct, and the applicant meets eligibility requirements outlined in the instructions on Page 1. (Information below may be written.) |
| Signature | Date |
| Printed Name | Title |
| High School Name | Telephone |

Submit the assembled application to your guidance counselor who will in turn forward the application to the Billings Engineers Club Scholarship Committee for evaluation. Both the applicant and counselor will be notified of the applicant’s award of a scholarship. The Billings Engineers Club maintains the exclusive right to award one (1) or more scholarships for any given school year. The completion and submittal of a completed application does not obligate the Billings Engineers Club to award a scholarship to any applicant.



This is a gentle reminder that submitting BEC Scholarship Applications must be post marked by January 21st, 2011. Please refer to the information sent to you in December.

[http://www.billingsengineersclub.org](http://www.billingsengineersclub.org/)



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[Name] [Address Line 1]

[Address Line 2]

**RE: 20XX Billings Engineers Club Scholarship**

Dear [Name],

Congratulations! You have been selected as a 20XX Billings Engineers Club Scholarship recipient, an award well deserved. You were chosen not only because of your past accomplishments, but also because of your potential contributions to our engineering community and society as a whole.

You are cordially invited to the 3rd floor ballroom of the Billings Crowne Plaza for our 4Xth Annual Billings Engineers Club Awards Banquet on Friday, March 4th, 2011. The social hour begins at 6:00 PM followed by dinner and awards ceremony at 7:00 PM, during which you will be presented a $1,000 scholarship certificate. Three complimentary tickets will be reserved for you and may be picked up at the door; however, you are welcome to invite additional guests for $40.00 per person. Dinner selections are New York Steak or baked Salmon. A Vegetarian meal is also available by request. Attire ranges from business casual to semi-formal. Whether or not you are able to attend the banquet, please RSVP by Friday, February 25th by calling me at 406-896-6253 (daytime) or 406-697-4332 (evening). We look forward to meeting you there!

Finally, if you plan to attend the banquet, expect a phone call during the week of February 28th from your BEC scholarship host who will accompany you during the Banquet.

Enclosed you will find a remittance form, which is required to verify your scholarship eligibility. *In order to receive your scholarship, please attach a fall semester course schedule issued to you with your name printed by your college or university and return it with the completed form by September 1, 2010.* The award check will be sent directly to you after we receive the remittance form. Checks are mailed in the third week of September. Should you have any questions in the interim, feel free to reach me by calling or emailing patw@ctagroup.com.

Again, congratulations on your outstanding achievements and good luck as you near completion of your high school career. Please keep in touch, as we would appreciate hearing from you. On behalf of the Billings Engineers Club, I wish you the best in all future endeavors.

Sincerely,

*Insert Name Here* Scholarship Committee Chair Enclosure—Remittance Form cc: [Name], Counselor

(Name), Host

**Billings Engineers Club (BEC) Scholarship Time Line (**Approximate dates)

Determine Banquet date with BEC Leadership (Recent years, first Friday in March)

**November**

* Modify application cover letter and application.
* Mail applications Monday after Thanksgiving. (Invoice to BEC)

**December**

* Solicit Scholarship committee at December meeting.
* Solicit Scholarship student hosts at December meeting.
* Verify BEC scholarship funds with treasurer.

**January**

* Modify ranking spreadsheet with committee names.
* Mail reminder postcard to Schools (Approx. Jan 10th ) (Invoice to BEC)
* Receive scholarship applications. Last week in January. (Approx. Jan 21st)
* Scan each application as it arrives.
* E-mail scanned applications with ranking spreadsheet to committee (Approx. Jan 26th)

**February**

* Review and rank applications.
* Committee reviews due (Approx. Feb 10th)
* Meet with Committee for lunch to Finalize Rankings (Approx. Feb 12th) (Invoice to BEC)
* Re-verify BEC scholarship funds with treasurer.
* Re-verify and get commitment for Scholarship hosts (Best to get Committee members to host one student)
* Mail award letters to recipients (Approx. Feb 14th)
* Provide student data to person making Banquet Power Point.
* Provide student names committee names and host names to Banquet Program Chair
* Receive Student RSVP’s by (Approx. Feb 25th )

**March**

* Scholarship Hosts to call Students (March 1st )
	+ Mention casual dress. (No jeans or tee shirts) o Host will meet and sit with student and family o Make them feel welcome.
* Print Scholarship Certificates. (Scholarship chair and BEC President sign the Certificate) (Mail to those not attending Banquet)
* Present certificates at Banquet.
	+ Introduce students, List their high school, Accomplishments
	+ Have them come to the front of the room.
	+ Have someone BEC President or Committee member assist and present certificates to students.

**April, May**

* Photograph students with Certificates. (Photos to BEC Web Site)
* Remind Students, the checks are written 2nd or 3rd week in September after they have started school.
	+ Field calls from high Schools and attend their Scholarship awards presentations (If possible) (Ask other committee members if they would as well)
		- Present Students with Copy or School provided certificate.

**August / September**

* + Receive remittance form from Students.
		- Make sure student names is printed on Schedule.
		- Verify Student Meets Criteria to receive Scholarship.
		- Request BEC Treasurer to mail Check to Student.

**Free Time**

* + October, June, July, August

**2011 BEC Scholarship Remittance Form**

Please return this form by September 1, 2011 along with a copy of your course schedule to: CTA Architects Engineers

Attn: Pat White 13 N. 23rd Street Billings, MT 59101

**Name:**

Last First Middle

**Address:**

Street or Number City State Zip

**College or University Attending:**

Name Location

**Major Field of Study:**

**(Note: An attached copy of your fall semester course schedule issued to you with your name on it as issued by the college or university is required.)**

If award is to be sent to an address different from the one shown (above), please indicate preferred mailing address below.

**Permanent Address:**

Street or Number City State Zip

**By signing this remittance form I declare that I am enrolled in the classes listed on the attached course schedule and studying a discipline of engineering, engineering technology, or related field. I further understand that this form shall be remitted on or before September 1, 2010 to receive this scholarship. Failure to fulfill these requirements may result in forfeiture of this scholarship.**

Signature Date

