



# **SSPC – The Society for Protective Coatings**

**SO. CALIFORNIA / SO. NEVADA CHAPTER**

**P.O. Box 45221, San Pedro, CA 90733-5221**

## **Operating Guidelines Scholarship Fund & Program**

### **SCHOLARSHIP NAME**

The name of this Scholarship is the Dr. Richard W. Drisko Scholarship

**ELIGIBILITY:** Eligibility to receive this scholarship shall not be restricted on the basis of membership in SSPC: The Society of Protective Coatings (SSPC) nor with respect to status as a full-time student. The only prerequisite is that the candidate resides within the chapter boundaries.

**APPLICABILITY OF SCHOLARSHIP FUNDS:** Scholarship funds shall be applied to the direct costs (tuition) of education courses *approved in advance* related to the field of coatings. The direct costs shall include the cost of the individual class. Books and materials specifically required for completion of a designated course may also be included. Any indirect costs related to the approved classes of the scholarship recipient may also be considered by the Steering Committee if these costs are documented and submitted in writing by the recipient. The board will have the final authority to accept or decline these costs.

For the purposes of this document, the term “approved education course” is defined as any structured class, presentation, or home study program with a focus on coatings or related topic. Scholarship funds may be applied towards more than one course. Examples of organizations with courses that meet this program’s requirements are SSPC, NACE International (NACE), or the Painting and Decorating Contractor’s of America (PDCA). Other courses offered by an accredited college or university, may be reviewed and considered by the Chapter Board upon application from the recipient.

In the event that the selected recipient is not a member of SSPC, a portion of the scholarship funds shall be allocated for the payment of membership dues for one year.

**FUNDING PROCEDURES:** The Chapter Steering Committee shall maintain a line item in the annual budget to properly fund the scholarship each fiscal year. The Chapter Board shall approve this item each year when reviewing the chapter budget.

It is the goal of this program to one day establish and maintain a separate account to be known as the Scholarship Fund. This fund shall contain deposits of any contributions received as well as moneys earned, which have been deposited based on an authorized vote of the Chapter Steering Committee. Once this has been established, the Treasurer shall quarterly report on the balance in the account along with the year-end figures for the previously concluded fiscal year. The treasurer shall provide an itemized report for all monies expended related to the scholarship program. The Chapter Board shall authorize as it deems appropriate the transfer of additional funds from the Chapter Treasury to the scholarship account as a line item for the next budget year, as it deems prudent and necessary.

The Board shall vote on whether to present a scholarship each year and may amend the budgeted

amount of \$1000.00 as it deems appropriate.

If a scholarship is to be presented, each member of the chapter may submit the name of one nominee. All nomination forms must be delivered to the Board Chairman by August 31 of each year. The Chairman shall provide these nominations to the Selection Panel, who will determine the best recipient of the scholarship. The selection of a scholarship recipient will be made by the second Friday of October of each year. The Board has the authority to modify these dates as it deems appropriate.

**SELECTION PANEL:** The Selection Panel shall consist of the Chapter Chair, the most recent Past Chapter Chair, Education Chair, and two (2) Members at Large to be designated by the Steering Committee. The current Education Committee Chairperson shall chair the panel. The selection panel shall confer and report its recommendation, which need not be unanimous, to the Chapter Officers not less than 30 days preceding the October Meeting (for inclusion with the meeting agenda). The Chapter Officers shall confirm the recommendation limited to whether the Nominee meets the selection criteria and whether the selection process has been followed. Only in the event that the panel's recommendation is rejected on these grounds shall discussion of alternate candidates be entertained. A member of the Steering Committee shall be appointed as "Sponsor") to oversee the proper implementation of the scholarship by the recipient. This Sponsor shall be responsible for maintaining local communications with the recipient and for verification that the provisions of the scholarship are fulfilled.

**NOMINATION FORMS:** In order to be considered for the scholarship, completed nomination forms must be submitted. The nomination forms include two parts:

1. Part "A" shall be completed by the Nominating Person and shall address the eligibility criteria and any other pertinent qualifications. The Nominating Person shall be a current paid member of SSPC.
2. Part "B" shall be filled out by the Nominee and shall attest that any restrictions on usage of the scholarship are understood and will be observed if the Nominee is selected.

**RECEIPIENT:** The scholarship recipient shall be notified by the Chapter Chair in writing. The letter shall state the amount of, and any restrictions upon, the scholarship. If payment of membership dues, books or other expenses is to be included, this shall be stated in the letter; and the time period covered by the dues shall be specified. An invitation shall be extended to attend the October Meeting, where the formal announcement and award shall be presented.

**FUND DISBURSMENT:** The Recipient shall notify the Board in writing of the education course(s) desired and the anticipated direct or indirect costs required. Upon approval by the Board, these fees will be paid directly to the party implementing the program. The program will also consider reimbursing the tuition costs to the recipient with proof of completion of an approved course. Any indirect costs, approved in advance will be reimbursed to the recipient in exchange for valid original receipts. At no time shall the total amount of fund disbursement exceed the amount approved by the Board.

**TERMINATION:** In the event the Chapter Scholarship is terminated or discontinued for any reason, any moneys remaining in any Scholarship Fund (accounts) shall be deposited into the Chapter's General Fund in accordance with a majority vote of all voting members of the Steering Committee.



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## **NOMINATION FORM PART A FOR THE DR. RICHARD W. DRISKO SCHOLARSHIP**

In accordance with the SSPC, Southern California/Nevada Chapter Operating Scholarship Guidelines, I, \_\_\_\_\_ a member of the Southern California / Southern Nevada Chapter of SSPC hereby places in nomination for the Dr. Richard W. Drisko Scholarship the following candidate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

### **SUPPORTING INFORMATION:**

Please provide an attached written statement as to why this person is worthy of the scholarship.  
(Use as many sheets as necessary)

X \_\_\_\_\_  
Signature of Nominating Member                      Date                      SSPC Membership Number

X \_\_\_\_\_  
Received by:    Date



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## NOMINATION FORM PART B FOR THE DR. RICHARD W. DRISKO SCHOLARSHIP

I, \_\_\_\_\_ hereby acknowledge that I am  
(type or print name of nominee)

being considered for the Dr. Richard W. Drisko scholarship from the Southern California and Southern Nevada Chapter of SSPC - The Society for Protective Coatings. I further acknowledge the following:

1. I understand that the scholarship funds shall be applied to the direct costs (tuition) of education courses **approved in advance** related to the field of coatings. The direct costs shall include the cost of the individual class(es). Books and materials specifically required for completion of a designated course may also be included. The Chapter may also consider any indirect costs related to the completion of the approved classes for payment if these costs are documented and the original receipts are submitted for reimbursement. The board will have the final authority to accept or decline these costs. I understand that all fees or costs must be approved in advance by the Chapter Board.
2. I understand that the term “approved education course” is defined as any structured class, presentation, or home study program with a focus on coatings or a related topic. Scholarship funds may be applied towards more than one course. Examples of organizations with courses that meet this program’s requirements are SSPC, NACE International (NACE), or the Paining and Decorating Contractor’s of America (PDCA). Other courses offered by an accredited college or university, may be reviewed and considered by the Chapter Board upon application from recipient. The Board will have the final determination of “approved” courses.

I agree to abide by the above restrictions in the event that I am selected to receive the scholarship. I attest that no promise or guarantee has been made to me with regard to receipt of any funds; and I agree to hold harmless SSPC, The Southern California / Southern Nevada Chapter, the Nominating Member, Chapter Officers, and Committee Members in the event that I am not selected.

SUPPORTING INFORMATION: Please provide an attached written statement as to why you feel you are worthy of the scholarship. (Use as many sheets as necessary)

X \_\_\_\_\_  
Signature of Nominee Date