

## **DVAPPA Scholarship Program Policy**

To support the education, personal/professional development, and advancement of facilities professionals within our Chapter, DVAPPA has established two (2) scholarships for award to two (2) individuals to be used for expenditures related to tuition, hotel and/or travel at an educational event/program.

### **DVAPPA EDUCATIONAL SCHOLARSHIP**

The two (2) DVAPPA Educational Scholarships of \$2,500 may be used for any one of the following APPA educational programs:

- Institute for Facilities Management (any one of the four tracks)  
APPA's premier educational program is designed as a four-track course of study. The scholarship would cover one of the following tracks:
  - General Administration and Management
  - Operations and Maintenance
  - Energy and Utilities
  - Planning, Design and Construction
  
- Leadership Academy  
The purpose of The Leadership Academy is to enhance and further develop leadership throughout the educational industry.
  
- Supervisor's Toolkit  
Specifically designed to meet the needs of frontline facilities managers

### **DVAPPA EDUCATIONAL SCHOLARSHIP PROGRAM**

The Educational Scholarship Program opens every year on May 1st and closes on September 1<sup>st</sup>.

A maximum of two (2) scholarships are granted annually that the awardee may use for expenditures related to tuition, hotel and/or travel related to the above programs. The scholarships will be issued as a reimbursement of expenditures to the recipient. Appropriate documentation of the expenses will be required to receive the reimbursement of up to \$2,500. Should total reimbursement be less than \$2,500, the difference will be retained by the Chapter and reallocated to the scholarship fund.

Educational Scholarship Program awards are for the calendar year following submission and are announced at the DVAPPA Fall Meeting (typically held in October). For example: if you are applying for a scholarship in 2015 the award is available for use at a 2016 program.

You can learn more about the various APPA professional development training programs by visiting <http://www.appa.org/training/>

## **EDUCATIONAL SCHOLARSHIP PROGRAM POLICY**

Educational Scholarships are available for award only to individuals who are presently employed in the field of Facilities Management or Capital Projects/Planning at a DVAPPA member institution and to individuals who have not received a DVAPPA Scholarship within the past three (3) years.

The Scholarship Committee is chaired by the Member-at-Large for Professional Development and consists of three (3) other individuals from member institutions of the Chapter.

DVAPPA members currently serving on the Scholarship Committee or the DVAPPA Board of Directors are not eligible for a scholarship.

Typically there is only one successful applicant per institution per year and, ideally, the scholarships will be awarded evenly across the Chapter.

Application forms must be completed by the applicant, endorsed by their supervisor and received by the DVAPPA Member-at-Large for Professional Development no later than September 1st.

Applications received after September 1st will be returned to the applicant.

Only applications received directly from the applicant and endorsed by their supervisor will be considered.

Application forms can be downloaded at <http://www.erappa.org/DVAPPA/resources>. Directions for submitting the completed application are also available at this site.

Once a completed application is received, the Member-at-Large for Professional Development will send a confirmation email to the applicant indicating the application was received and outlining the award process.

Applications are reviewed and graded by the Scholarship Committee prior to the Fall meeting which is, typically, held in October. Grading is based on a single set of criteria as detailed later in this policy.

The Scholarship Committee recommendations will be forwarded to the DVAPPA President who will present it to the Board, via email, for approval. The President will announce the awards at the Business Meeting segment of the DVAPPA Fall meeting.

The Secretary will provide e-mail notifications to each recipient and non-recipient approximately one month after the DVAPPA Fall meeting. The scholarship recipient's letter will include instructions on how to use the scholarship and will be copied to the Treasurer. The Secretary will also send an e-mail to each recipient's supervisor.

The scholarship recipient will be given a deadline to respond, asked for confirmation that they will use the scholarship and, if they accept it, asked to specify the program for which it will be used. If the recipient asks for a delay in using their scholarship, the Member-at-Large for Professional Development will work with them to reschedule its use. If the scholarship is rejected or its use is

rescheduled, the Member-at-Large for Professional Development will work with the Treasurer to adjust the budget.

Scholarships are to be utilized in the calendar year for which they are awarded or they may be forfeited. Please note that scholarships are awarded for the year following the year they are applied for. For example, if an individual applies in 2015 for a scholarship it must be used in 2016.

## **EDUCATIONAL SCHOLARSHIP AWARD CRITERIA**

Selection of recipients will be based on the following criteria, listed in relative order of priority, with points allocated to each criterion. The Scholarship Committee has the goal of supporting the concepts of diversity and equity among its members.

### Potential For Upward Mobility In Facilities Management or Capital Projects/Planning - 6 points

Applicants shall outline their position in their organization. Preference will be given to those who plan to pursue or continue a career in Facilities Management or Capital Projects/Planning. The outline is to include career goals, how many staff members are under their supervision and leadership, recent promotions, and the potential to handle increasing responsibility and move upward in the facilities management organization.

### Leadership - 5 points

Applicants shall outline their needs and requirements for the requested APPA training. Discuss how this training would assist in developing their career, outline any past leadership achievements. Preference is given to those who need additional leadership training based on their current training and role in their department.

### Motivation and Education - 4 pts.

Applicants shall outline actions to date to improve leadership skills, and efforts/intentions for self-education to improve leadership skills. (Highest points will be awarded for those making an obvious effort to continue to improve and update their skills).

### Financial Need - 2 points

Applicants shall outline financial need and the need for the scholarship.

### Special Achievements or Awards or Career Related Volunteer Work - 2 points

Applicants shall outline any professional special achievements or awards, or any career related volunteer work.