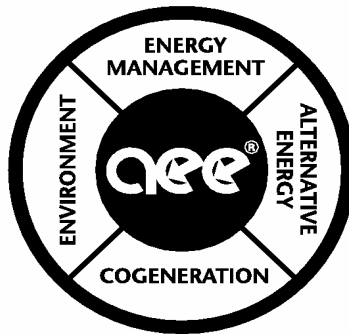


# **SCHOLARSHIP PROCEDURE OF THE FOUNDATION OF THE ASSOCIATION OF ENERGY ENGINEERS®**

*This document contains the following:*

- **AEE Foundation Scholarship Procedures**
- **The Foundation of the Association of Energy Engineers, Inc., Constitution and Bylaws**
- **Chapter Recommendation for AEE Scholarship Nominee Form**
- **Student Application for AEE Scholarship Form**
- **International Chapter Recommendation for Scholarship Form**
- **International Student Application for AEE Scholarship Form**



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# **AEE FOUNDATION SCHOLARSHIP PROCEDURE**

## **PURPOSE**

To encourage qualified practitioners in energy engineering and energy management by awarding scholarships to further education in the field.

## **ELIGIBLE STUDIES**

Scholarships shall be available to undergraduate and graduate degree candidates who are enrolled in engineering or management programs at accredited colleges or universities. Scholarship funds are to be used for courses directly related to energy engineering or energy management preferably within the curriculum leading to a major or minor in energy engineering.

## **PROCEDURE**

### **1.0.0 AEE SCHOLARSHIP COMMITTEE**

1.1.0 The Scholarship Committee of the Foundation of the Association of Energy Engineers shall consist of a minimum of three (3) and a maximum of nine (9) members. The Chairperson shall be appointed by the AEE President and approved by the Executive Committee.

### **2.0.0 CHAPTER SCHOLARSHIP COMMITTEE**

2.1.0 Each Chapter will assign members on a local Scholarship Committee to screen candidates for scholarship awards.

2.2.0 Each Chapter may submit up to six nominees, no more than two of whom may be post-baccalaureate students.

### **3.0.0 SCHOLARSHIP FUNDING**

3.1.0 At the Fall of each year, a scholarship drive will be initiated to encourage individuals to donate to the AEE Foundation Scholarship Fund. In general, scholarships will be awarded in \$500.00, \$1,000.00 and \$2,000.00 categories. The number of scholarships and amount to be awarded in the next fiscal year shall be determined by the AEE Scholarship Committee based on funds available.

### **4.0.0 SELECTION PROCESS**

4.1.1 "Call for Scholarship Awards" shall be made by the AEE Scholarship Committee on or about JANUARY 1 of each year.

4.1.2 "Applications for Scholarship" are to be submitted by the Chapters, or by nominee not in a Chapter area, to the AEE Scholarship Committee by MAY 1 of each year.

4.1.3 AEE Scholarship Committee selection shall be made by JULY 1 of each year.

- 4.1.4 AEE Scholarship Committee shall notify Chapter president and scholarship recipient by AUGUST 1 of each year.
- 4.1.5 The announcement of the scholarship may take place at the local Chapter Fall meeting
- 4.2.0 Candidates shall be nominated annually by the Chapters of the Association of Energy Engineers. Students who live in an area without an AEE Chapter may apply to Chapters outside their area for consideration. Chapter Scholarship Committee will make the preliminary determination as to candidate's eligibility, need, and qualifications. The Chairperson will write an evaluation as to character, academic standing, personality and financial need of the candidate. A personal recommendation from a faculty member of the school attended by candidate should be submitted as part of the overall consideration of the candidate. A recent transcript of grades will be required.
- 4.2.1 The Chairperson must report to the Chapter Committee concerning the candidate and receive a vote of the Chapter Committee before presenting the scholarship application to the AEE Scholarship Committee. Students who live in countries without an AEE Chapter may apply directly to the AEE Scholarship Committee.
- 4.2.2 The Chairman of the AEE Scholarship Committee shall make its choice, taking into consideration: scholarship, character and need. In awarding scholarships, preference will first be given to candidates needing aid for the final year; second, to candidates needing aid for the last two years; third, to candidates needing aid for three years; and finally to first year students. The recipients shall be determined by a majority consensus of the comments received by the Scholarship Committee. A meeting may be called by the Committee Chairman to resolve differences; this meeting may take place by telephone.
- 4.3.0 Each year one **VICTOR OTTAVIANO SCHOLARSHIP** and one **AL THUMANN SCHOLARSHIP** will be awarded to the two most outstanding nominees.
- 4.3.1 These scholarships will be the amounts of \$1,000.00.
- 4.3.2 The Chapters may indicate which of their nominees would be best qualified for these awards.
- 4.3.3 The AEE Scholarship Committee will choose these recipients either from the Chapter recommendations or Committee nominations.
- 4.3.4 In addition, as made available from Corporate and other sponsors, the AEE Scholarship Committee shall designate and award special/named scholarships.