



# Chapter Toolkit

## Establishing a Scholarship

AMPP  
Toolkit

July 2023



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# Overview

Each Chapter Toolkit is intended to provide resources and ideas to help Chapters become more involved with AMPP.

As experienced professionals approach retirement age, fewer individuals are pursuing careers in coatings and corrosion occupations to take their place. Why is this important? With a declining workforce comes the diminishing ability to keep up with corrosion and protective coatings demands.

The Establishing a Scholarship Toolkit is intended to support activities which promote interest and education to students on the corrosion and protective coatings industry. It is vital that AMPP Chapters find ways to support the next generation.

The materials included are intended for Chapter leaders to share with their membership.

For any questions related to creating a scholarship through your chapter:

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# Scholarship Guidelines

The following guidance regarding scholarship awards is being provided to AMPP Chapters so that AMPP scholarship programs will be conducted in accordance with IRS rules and regulations. It is important to follow these guidelines to protect the association's tax-exempt status and to protect our members from unknowingly entering into transactions that could result in fines and penalties against the members.

IRS rules are designed to make sure that scholarship programs benefit a broad charitable class of beneficiaries, and that the process is nondiscriminatory. Not-for-profit associations such as AMPP can offer scholarships for students including children or referred parties of its members; however, such programs have to follow a special set of guidelines. As such, the following criteria have been established for AMPP Chapters to follow if a scholarship program is carried out.

- A written scholarship plan document must be in place. This document is the place that sets forth the eligibility and selection criteria. It also describes the award's duration and provisions for renewal. It is recommended the document be as flexible as possible. The plan must be consistently followed on an objective and non-discriminating basis.
- The criteria should not limit the course of study to those specific of the association. The purpose of the scholarship is to enable students to obtain an education solely for their personal benefit, and not for the benefit of the association. However, general restrictions such as "engineering and science" are acceptable.
- An independent committee must select the scholarship recipients. Scholarship committee members must be totally independent and separate from persons with substantial influence such as board member, chairs, and officers of the association.
- Avoid disproportionate scholarship payments to children of board members, chairs or officers of the association as this could indicate discrimination in favor of related parties with control and authority over association funds.
- The scholarship should not be used to recruit members or depend on member related performance of service. Such requirements could imply compensation for volunteer service. A scholarship cannot be rescinded because of student's parent leaving the association membership.
- The chapter scholarship application must be made known to all eligible members.
- Scholarship payments should be made to an accredited university or college. Payments should not be made directly to individuals.

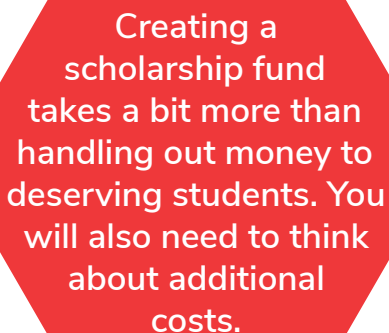
# Steps to starting a Scholarship

As a Chapter, you may consider running a scholarship program yourself, or distributing a scholarship in partnership with AMPP EMERG. Below are some key points to consider:

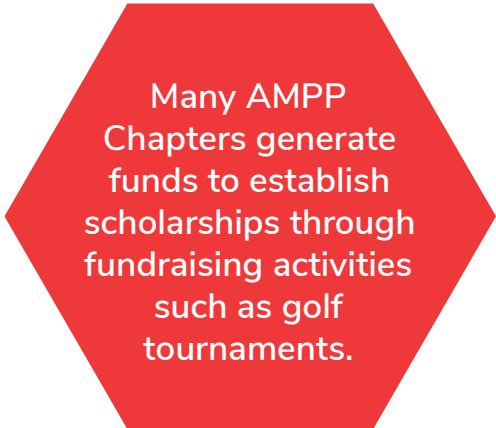
## 1. **Determine if your Chapter will run the scholarship or use EMERG to facilitate your program.**

Some AMPP Chapters facilitate their own scholarship programs, while others opt to work through the AMPP EMERG program to organize and facilitate scholarships for students. To determine what may be best for your Chapter, consider the volunteer resources available to lead a scholarship program.

## 2. **Establish a budget.**



Creating a scholarship fund takes a bit more than handling out money to deserving students. You will also need to think about additional costs.



Many AMPP Chapters generate funds to establish scholarships through fundraising activities such as golf tournaments.

Costs may include fees for scholarship management with EMERG, marketing costs to promote your scholarship, and the amount of each scholarship you are looking to award.

## 3. **Determine who you would like to help, and what criteria you will use to choose winners.**

There are so many students in need of scholarships! Your Chapter will need to identify eligibility requirements and selection criteria.

A draft scholarship plan is included on page 9 for your use in developing a written scholarship plan if you do not already have one in place.

## 4. **Create the application for your scholarship.**

Depending on your preference and resources, you may want to work with an online or paper application (or both). When creating the application, keep in mind the length. Long applications may discourage students from applying.

A draft scholarship application is included on page 10-11 for your use.

## **5. Set the deadline.**

You will want to have at least 60 days or more to promote your program (we recommend 6 months). Then another six to eight weeks to select your recipient(s), so planning ahead is very important. Be sure you give your intended applicants plenty of time to review, prepare, and apply for the award.

## **6. Decide how to promote your scholarship.**

After you start a scholarship fund, you need to promote it! There are many ways to promote your scholarship. If you plan to award your scholarship locally, talk to your city hall and high school. They should be able to get the word out for you.

## **7. Select the winners.**

When selecting a winner, it is important to judge everyone on the same scale! One way to do that is to create a grading rubric (1-10, A-F, or other scale). This will ensure consistency among the reviewers. It will also provide evidence that you used specific criteria when selecting your winner. Once the winner is chosen, he/she should be notified by certified mail, email, and/or phone.

## **8. Award the scholarship.**

Scholarships must be used for educational expenses. Scholarship payments should be made to an accredited university or college on behalf of the student.

## **Financial Reporting**

A draft Scholarship Plan document is included for your use in developing a written scholarship plan if you do not already have one in place. If your Chapter does carry out a scholarship program you will be required to provide a copy of the scholarship plan, communication documents used to inform members of the availability of the program, recipient names, addresses, amounts received and whether any relationship existed with persons of substantial influence each year as a part of the annual financial activity report.



# Creating a Scholarship through AMPP EMERG Team

The EMERG team can facilitate your Chapter scholarship by providing efficient procedures, managing applications and deadlines, organizing the review process, and coordinating the release of funds. We utilize Academic Works, an online scholarship maintenance software that accepts applications and manages selection committees for a seamless award process. The EMERG team will work with the AMPP Accounting team to distribute the funds from U.S. Chapter donors to the academic institution of the award winners. Those partnering with us from outside of the U.S. should work with the academic institutions to send funds. Scholarship funds are not to be released directly to the students.

**7 Chapters  
partner with  
EMERG to deliver  
scholarship in  
the amount of  
\$14,500.**

## Scholarship Fund Agreement

First you will work with an AMPP EMERG staff member to complete the Scholarship Fund Agreement form, which outlines the design of your scholarship. A signed Scholarship Fund Agreement is required for each year the scholarship is offered. You will indicate the dollar amount of each award, determine how many recipients will be selected, choose your applicant criteria and requirements, provide essay requirements you want to include and provide the complete list of your review group and their email addresses. Once the signed agreement is received, the Chapter will be invoiced for the full amount to be awarded in that given year. This invoice must be paid in full prior to recipients being selected or AMPP will have to remove the opportunity and notify the applicants.

## Scholarship Application and Promotion

Next, the EMERG staff will create your scholarship opportunity in the Academic Works platform and provide you with a link to share with your candidate pool. The EMERG staff will work with the AMPP Public Relations team to release a social media post when the application portal is open. We will also submit excerpts in both the *CoatingsPro Magazine* and *Materials Performance Magazine*. We highly encourage the Chapter members help share at in person events, on social media and via email with potential candidates.

## Scholarship Recognition

We honor all academic scholarship recipients with a Scholarship Awards Ceremony and celebrate them at the Emerging Leaders Bash on Tuesday Evening each year at the AMPP Annual Conference. We invite representatives from the Chapter to join us and will provide up to two (2) complimentary tickets to the event.

## Timeline

EMERG accepts applications annually from September 1 through early January. Review groups, typically comprised of Chapter members, review all qualified applicants, and score them within the platform. Within a week of the review period deadline, EMERG staff will contact the reviewers and the Chapter scholarship point-of-contact via email with a summary of scores and request prompt confirmation of the recipients based on the highest score(s). The review group may choose to hold a meeting to discuss the summary, which should be organized by those members, and respond back to the EMERG staff member ASAP.

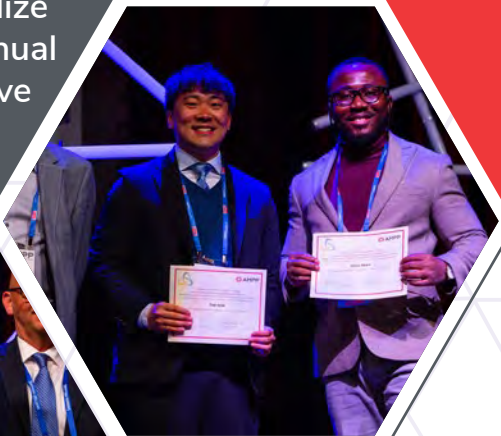
Scholarship Recipients will be notified by mid-February. This timeline is imperative to comply with as recipients may choose to attend the AMPP Annual Conference in March.

## EMERG Scholarship Recipients

AMPP scholarship recipients are encouraged to attend the AMPP Annual Conference where they will be recognized at the Scholarship Awards Ceremony.

AMPP scholarship recipients are eligible to apply for Travel Assistance to subsidize their travel to the annual conference to receive their award in person.

EMERG distributed \$115,000.00 in scholarship funds to 25 students in 2023.





# Draft Scholarship Plan

When creating a scholarship plan for your Chapter, the elements below are examples of eligibility requirements and selection criteria that your Chapter and scholarship committee will want to identify. A scholarship plan is the first step to creating a scholarship within your Chapter.

Your Chapter will want to fill in the blanks of the draft plan and may decide to add to the draft shown.

AMPP\_\_\_\_\_ Chapter provides scholarship grants to provide financial assistance for students attending accredited universities and colleges with studies in the field of engineering and science.

## Who is Eligible?

1. The student must be a related or referred by a member of AMPP \_\_\_\_\_Chapter that is in good standing.
2. The student must be accepted to an accredited college/university and working toward a degree in Engineering or Sciences.
3. The scholarship recipient must maintain full-time status at an accredited college/university.
4. The student must have and maintain a GPA of 2.75 or higher.

## How to Apply

Applicants must submit all of the following material postmarked no later than

1. A completed application signed by the student and a parent/guardian if the student is under the age of 18.
2. An official transcript from the student's high school or college/university.
3. An official letter of acceptance from the designate college/university.

## Recipient Selection Process

1. The winners will be selected by an independent committee of members appointed from time to time by the AMPP \_\_\_\_\_Chapter Board.
2. The selection committee members may not be affiliated with scholarship candidates.
3. All applicants' names are kept confidential from the committee members.
4. Scholarship winners are chosen based on performance in several categories including grade point average, essay quality, work experience, honors received, volunteer and extracurricular activities.

## Scholarship Benefit

1. The number and amount of scholarships to be distributed may vary each year and will be announced each year no later than\_\_\_\_\_. To learn what the current year designated scholarship amounts are, go to\_\_\_\_\_.
2. Scholarships are made to assist with the cost of tuition, books and lab fees only.
3. The grant will be paid directly to the college/university designated on your scholarship application.
4. The scholarship recipients will be notified no later than\_\_\_\_\_.  
Winners will be awarded the scholarship at \_\_\_\_\_.

**AMPP<sup>®</sup>**

# Chapter Scholarship Application

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

AMPP Member name referring applicant: \_\_\_\_\_ Member #: \_\_\_\_\_

Name(s) of Parent(s) or Guardian(s): \_\_\_\_\_

High School: \_\_\_\_\_

High School Address: \_\_\_\_\_

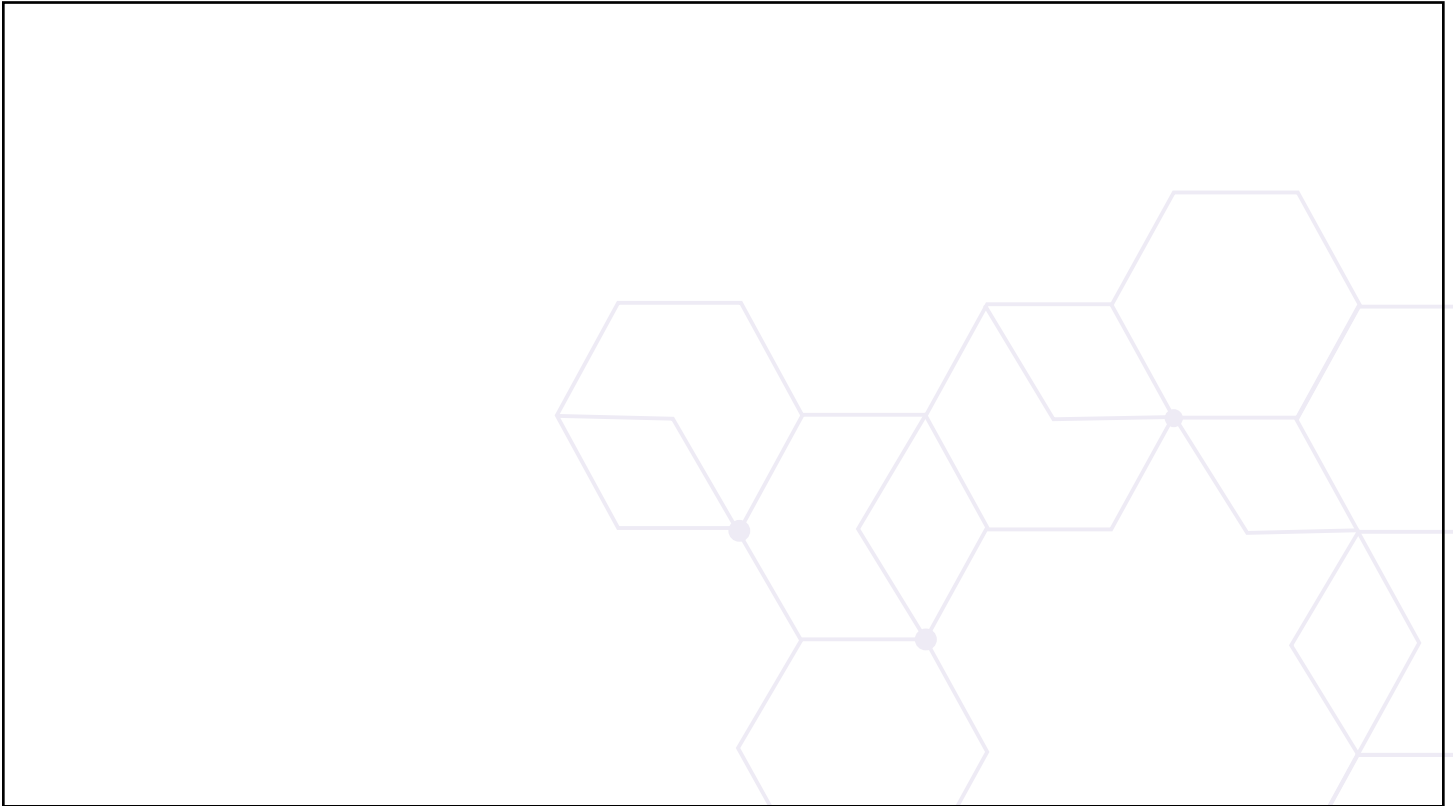
Cumulative GPA: \_\_\_\_\_ on a \_\_\_\_\_ Scale (Example 4.0)

College/University Planning to attend or attending: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Major Engineering or Sciences Course of Study: \_\_\_\_\_

Please list your work experience:



Please list two adult references that you have outside of school. Include their addresses and phone.

1. Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
2. Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list any honors or awards you have earned as well as any volunteer work or extracurricular activities in which you have participated. (Attach additional sheets as necessary)

I understand and agree that, if selected as a multi-year scholarship recipient, I will remain enrolled with full-time status, maintain a GPA of 2.75. I certify that the above information is true and complete. I realize that if any of the above stated information is found to be false, or if I fail to meet the requirements, I forfeit scholarship consideration. I understand that my completed application will not be returned to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 18)

*Complete application, attach transcript and any additional information.*