

# SCHOLARSHIP INFORMATION & INSTRUCTIONS

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## GENERAL INFORMATION

The scholarship fund was established by the American Public Works Association, Texas Chapter and was created to provide scholarships for higher education (college graduate and undergraduate) and for professional development (continuing education and training for certification or licensure). It is the goal of the Chapter to award several \$1,000 higher education and \$1,000 professional development scholarships. Scholarship awards are contingent upon funding availability.

## ELIGIBILITY

### Higher Education Scholarships

To apply for a higher education scholarship from the Texas Chapter, you must:

Be enrolled as a full-time student (12+hours) in an undergraduate or (9+hours) in a graduate degree program. An active student member of APWA is defined as a member that has paid their membership prior to the date of scholarship application and attends a minimum of 1 activity per year.

**OR**

Be an active student member enrolled as a part-time student (3+hours) in an undergraduate or higher degree program.

**OR**

Be a high school student in your senior year.

### Professional Development Scholarships

To apply for a professional development scholarship from the Texas Chapter, you must be an Active Member. An active member of APWA is defined as a member with 12 or more months of membership prior to the date of scholarship application and attends a minimum of 4 activities per year.

## ADMINISTRATION

### Higher Education Scholarships

Applications for the higher education scholarship must be received early enough to allow time for review and presentation of the award prior to the fall college semester. The scholarship committee will present the scholarship recipient the award in August after verification has been confirmed. The scholarship will be paid in one installment. Payment will be contingent upon the recipient providing proof of registration. Satisfactory completion shall be further defined as receiving, at a minimum, a passing grade in each course completed. Students falling below these minimum requirements will not receive future scholarships.

### Professional Development Scholarships

Applications for the professional development scholarship may be submitted at any time to the APWA Texas Chapter. All applications will be reviewed on a case-by-case basis by the scholarship committee. The committee will make recommendations to the Texas Chapter Board of Directors who, in turn, will approve and award the scholarships at the next regularly scheduled Board of Directors Meeting. All recipients are to submit proof of attendance or completion of training to the APWA Texas Chapter. The Texas Chapter reserves the right to request a refund from the recipient if he or she fails to attend.



*To request additional information or submit a completed application contact:*

Texas Chapter of American Public Works Association  
Attn: Scholarships  
P.O. Box 19524  
Houston, Texas 77224

**Email:** [ChapterAdmin@TxPublicWorks.com](mailto:ChapterAdmin@TxPublicWorks.com). Place **"TX-APWA Scholarship"** in the subject field.

## SELECTION FOR HIGHER EDUCATION SCHOLARSHIP

A specific course of study that offers a career field in public service or other public sector career is required to apply. Examples of technical expertise may include but are not limited to:

- Emergency Management
- Engineering and Technology
- Facilities and Grounds
- Fleet Services
- Leadership and Management
- Solid Waste Management
- Transportation
- Utility & Public Right-of-Way
- Water Resources Management

Applicants must complete the application form, accompanied by a letter of interest (essay) of no more than two (2) pages that addresses the following topics:

1. Why the funding is desired?
2. Course of study/college, career field you are working toward.
3. How your education relates to public works?
4. Community involvement / service

Applicants will be selected on the basis of academic achievement, course of study, career goals, community service, financial need and letter of recommendation. The weighting of selection criteria follows.

- 10% Completeness of the application
- 30% Public works career field/career goals
- 20% Academic achievement
- 15% Community service
- 25% Financial need/letter of recommendation/sponsor

## SELECTION FOR PROFESSIONAL DEVELOPMENT SCHOLARSHIP

Professional development scholarships will be available for active members or their co-workers to attend a continuing education and training for certification or licensure course that is directly related to their current job, career advancement or areas of responsibility. The maximum amount of this scholarship is \$1,000. At least half of the scholarship amount shall go towards tuition/registration and the rest may be used to pay for travel/accommodations.

Applicants must complete the professional development scholarship application form, accompanied by a letter of interest of no more than 2 pages that addresses the following topics:

1. Why the funding is desired
2. How the professional training course will help in your current position / career
3. Current involvement with APWA
4. Community and professional involvement

Applicant must also send a letter of recommendation for attending the desired professional development activity by the applicant's direct supervisor.

## FORMS

Forms are available on the internet at <http://texas.apwa.net/PageDetails/9102>. Applicants will be selected on the basis of course of study, career goals, community service, and level of involvement with APWA.