

Scholarship Committee Handbook

2019-2020 Scholastic Year

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SUGGESTED CHAPTER SCHOLARSHIP SCHEDULE

October/November- Develop Contact/Mailing List & Prepare Mailing

- Develop a chapter scholarship committee in order to distribute tasks associated with the program.
- For the high school program, develop contact list of local school board, high school counselors, math teachers, and science teachers.
- For the university and junior college programs, develop contact list of college and junior college financial aid contacts and engineering club advisors and representatives.
- Prepare a letter to schools and, optionally, a news media for distribution of applications.
- Begin contacting engineering related firms regarding donations to the scholarship program and forward the "Inspiring Future Engineers" brochure for their consideration. The brochure can be found in the handbook and can also be provided in PDF format by contacting ahudson@fleng.org.

November/December/January - Distribute Applications & if applicable, Submit Press Releases

- Either mail, email, or deliver in person applications to each school or distribute to local school board, high schools, colleges, and junior colleges.
- Submit press releases (optional) to area newspapers about the FES scholarships. A follow-up call or brief letter ensures that counselors and financial aid contacts have received their packets.
- Many chapters include their own poster for school bulletin boards announcing scholarships.
- Follow up with firms previously contacted and secure commitments for contributions.

February/March - Hold Chapter Selection Meetings, Review and Evaluate Apps.

- Applications are due to FES Chapter liaisons no later than **February 14, 2020, post marked.**
- Upon chapter's receipt of applications, review for minimum standards, and verify that electronic applications are complete and can be opened. Contact applicants if the electronic application is not complete or cannot be opened. Coordinate with applicants on re-submittals and re-submittal timeframes.
- Schedule a committee meeting to score applications and conduct interviews.
- Identify top applicants to review at the state committee meeting.
- Write status letters to each applicant. Communication to applicants is critical to future program success.
- Chapter representatives *must* have all applications scored and top applications sent to state no later than **March 30, 2020.**
- Receive scholarship contributions (made payable to FL Engineering Foundation) which are charitable and forward check and donor's information to ahudson@fleng.org

April/May – Choose State Winners and Honor Local Winners

- Attend the state committee selection meeting, occurring **mid-April/mid-May 2020.**
- Honor local winners at special chapter meeting.
- Attend student's school awards night and make formal presentation.
- Submit press releases to area newspapers highlighting local recipients.

Types of Scholarships

Each year the FES Scholarship Committee is budgeted \$36,000 to award potential scholarship recipients. This budgeted amount can change per year.

High School Scholarships

There are six (6) high school scholarships that are awarded each year. The six (6) awards are in the amount of \$3,000 each.

University Scholarships

There are six (6) University Scholarships that are awarded each year in the amount of \$3,000 each and six (6) Named Scholarships for varying amounts. The named scholarships have additional criteria that must be met to be awarded. The Raymond W. Miller and the Richard B. Gassett scholarship are recommended to be awarded to the top two students since the standard criteria applies.

The named scholarships and their respective amounts are list below:

1. Cesar A. Calas/FES Miami Chapter – Amount \$1,000
 - a. Attend an accredited College of higher learning and enrolled in an engineering program approved by the FES scholarship committee
 - b. GPA = 3.0
 - c. Maintain 12 credit hours per semester
 - d. Exemplary citizenship standards
 - e. Permanent (non-school) residence in Miami-Dade or Monroe County
2. David F. Ludovici – Amount \$1,000
 - a. Enrolled full time in an ABET accredited Florida Engineering school
 - b. Interested in Civil, Structural, or Consulting Engineering
3. Eric Primavera Memorial Scholarship – Amount \$1,000
 - a. Enrolled full time in an ABET accredited Florida engineering school
 - b. Preference will be given to students desiring to attend Florida Institute of Technology
4. Raymond W. Miller, PE and Alice E. Miller Scholarship – Amount \$1,000
 - a. Enrolled full time in an ABET accredited Florida engineering school
 - b. Preference will be give n to students desiring to attend the University of Florida.
5. Raymond W. Miller Scholarship – Amount \$3,000 (Part of the 6)
 - a. This scholarship is one of the University scholarships. The same criteria apply.
6. Richard B. Gassett, PE Scholarship – Amount \$3,000 (Part of the 6)
 - a. This scholarship is one of the University scholarships. The same criteria apply.

HIGH SCHOOL ELECTRONIC APPLICATION GUIDELINES FOR CHAPTERS (High school application available in electronic format only)

Please tend to the electronic applications immediately upon receipt, to verify that the submittal is complete and the electronic files are accessible and have not become corrupted. Anticipate that there may be 'bugs' in this system/process and report them to ahudson@fleng.org.

If there are problems with the submittal/electronic files that prevent a review and evaluation of the application, notify the applicant as soon as possible so they can resubmit the information required, without delaying the overall process.

Each electronic application package received from an applicant should include:

- A **FLASH/JUMP DRIVE** with the applicants completed EXCEL spreadsheet application (Form B) saved on it. Note: these will not be returned to the student.
- A sealed, certified transcript (unopened) (both high school and college, if they took college classes).
- Applicant's Certification and Permission to Release Information forms printed and completed.
- Counselor's or Principal's Certification form, printed and completed.
- A copy of all exam results.
- Verification of GPA.

Verify that the file saved on the FLASH/Jump Drive is complete, able to be opened, viewed and printed. Do not make any changes to the file. If there is a problem accessing the electronic file or printing it and you believe it is due to the file not saved properly or the file being corrupted, please contact the applicant and advise them of the situation. The date you receive the re-submittal package from the applicant may be subsequent to the deadline as long as the initially submitted application met the deadline. Advise the applicant of the problems encountered with their submittal and discuss a timeframe for the applicant to resubmit the information required. Agree on a re-submittal timeframe that will not cause an undue hardship to them (i.e. due to planned travel, etc) or cause a delay to the overall review and grading process as a whole. Use reasonable flexibility with the re-submittal deadlines.

Form A, the grading form, is included in the electronic application file. The Tab for the worksheet that contains Form A is hidden. It can be un-hidden in EXCEL by clicking "Format", then "Sheet" then "Unhide". Form A is also a locked worksheet. The worksheet can be un-protected in EXCEL by clicking "Tools" then "Protection" then "Unprotect": enter the password in capital letters when prompted: FES

Each application that you send for selection consideration at the annual committee selection meeting shall be accompanied by the FLASH/Jump Drive, the original certification forms provided by the applicant, the transcripts and other original support documentation as well as paper copies of Forms A and B, which you will need to print. Prior to printing the Forms, please verify that all the information that shows up on Form A correctly represents the information necessary to determine an accurate ranking grade. Also, assure that Form B is accurate and complete. These assurances should include a quick math check to assure that the spreadsheets are performing the correct calculations and are carrying over the completed information from worksheet to worksheet.

PROCESSING HIGH SCHOOL APPLICATIONS

Each chapter will submit its **TOP FOUR** high school applications to FES State no later than **March 30, 2020** for consideration at the State selection meeting. Indicated below is how the applications should be processed.

AT THE CHAPTER LEVEL

1. Review Application

Verify that:

- ACT or SAT scores meet the minimum criteria
- Transcripts are certified
- Student has signed the application
- Guidance Counselor or Principal has signed the application
- Student is a US citizen or permanent resident (green card holder) and will graduate from a Florida high school
- Student has applied to a university / college with EAC-ABET accredited engineering curriculum

2. GPA

- Verify GPA is included in the transcript or in a signed letter.

3. Determine Activity and SAT/ACT Points (Form A)

- Complete review sections I through IV of Form A. (List of sample activities is on page 7.)

4. Conduct Interview

- Preferably this is done in person, but over the phone is acceptable. Indicate pertinent information on the candidate on page five of the application in the Evaluator's Box or on a separate form. This will allow the state reviewers to be privy to the same information as you when they score the application. A hidden worksheet is included in the High School Application for aiding the reviewer in recording the results of the interview.

5. Submit Top Four Applications to State no later than March 30, 2020

6. State Decision Meeting April/May 2020.

***** Please shred all applications after selections have been made to protect applicant privacy*****

ELEMENTS OF THE APPLICATION

The following is detailed information on each segment of the application. If you have questions that are not addressed here, please call the Florida Engineering Society at 850-224-7121 or the state chairperson.

APTITUDE TEST SCORES (15 points maximum)

Minimum test scores and resulting points assignment have been established for each aptitude test (see below). The best math and the best Reading/Writing scores achieved by the applicant shall be used when determining point assignments. Multiple test scores may be provided by the applicant. Use the highest math score to determine the point assignment for that test and use the highest Reading/Writing score to determine the point assignment for that test, even if the dates the best scores for math and Reading/Writing differ. Points are to be awarded based upon the following schedule:

<u>SAT MATH range</u>	<u>SAT Reading/Writing range</u>	<u>ACT MATH range</u>	<u>ACT ENGLISH range</u>	<u>POINTS</u>
= 600 and/or <640	=500 and/or <560	= 26 and/or < 28	= 21 and/or < 24	0
=640 and/or < 680	=560 and/or < 620	= 28 and/or < 30	= 24 and/or < 27	3.5
=680 and/or < 720	=620 and/or < 680	= 30 and/or < 32	= 27 and/or < 30	4.5
=720 and/or <760	= 680 and/or < 740	= 32 and/or < 34	= 30 and/or < 33	5.5
=760 and/or < 800	=740 and/or < 800	= 34 and/or < 36	= 33 and/or < 36	6.5
=800	=800	=36	=36	7.5

Points are awarded based upon a maximum of 7.5 points for each score. SAT Math and the average of SAT Reading/Writing **or** ACT Math and ACT Verbal; each worth 7.5 points for a total of 15 points max. These are considered fixed values and weighting should not be conducted. The point values shown above shall not be interpolated between for determining scoring points. Point values assigned for each best test score must be 0, 3.5, 4.5, 5.5, 6.5 or 7.5.

TRANSCRIPT/GPA

The transcript must be signed by a guidance counselor or principal and **certified**. A photocopy of certified transcript cannot be accepted. An explanation of the grading system should be included. If the transcript does not state class ranking a letter should be provided, signed by the guidance counselor or principal, giving the student’s class ranking and the class size.

Honor courses, advanced placement courses, college courses or special industry-sponsored training programs are awarded special credit. **When a test score of 3 or higher is attained on an advanced placement exam, then that AP course is evaluated the same as a college course. When a test score of 5 or higher is attained on an AICE exam, then that AICE course is evaluated the same as a college course.**

Use the chart below to determine points for GPA:

<i>GPA Scoring</i>			
GPA Range	Points	GPA Range	Points
4.0	10	3.7 - 3.79	4
3.9 - 3.99	8	3.6 - 3.69	2
3.8 - 3.89	6	3.5 - 3.59	1

*Students under 3.5 are ineligible.

CITIZENSHIP/FL RESIDENT

Students must be U.S. citizens or permanent residents (green card holder). Students must have been enrolled for one semester and will graduate from a Florida school.

COLLEGE/UNIVERSITY

Students must apply to and intend to attend a school with engineering curriculum accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET). Students enrolled in a junior college do not qualify.

HOW TO COMPLETE FORM A: ACTIVITIES (Part IV)

The information submitted in the Activities sections on pages 2-4 of the application should be verified and clarified through the interview.

Scoring assistance has been provided in Application Sheets 3 & 4 within hidden columns H through V. Once score has been inserted in these columns for the activities, it is automatically transferred to the scoring sheet. The columns can be un-hidden in EXCEL by highlighting the rows G through W columns, right clicking, then "Unhide". The sheet is also a locked worksheet. The worksheet can be un-protected in EXCEL by clicking "Tools" then "Protection" then "Unprotect": enter the password in capital letters when prompted: FES

The FES committee evaluates the information presented (for 10th through the first semester of the 12th grade only) in the following manner:

PART ONE - ACTIVITIES

- A. **Technical School Activities** – 12 points maximum – Each technical activity is worth **1 point** per annual membership and active involvement. Examples are:

Chemathon	Math Club
Chemistry Team	Math Team
Computer Club	Physics Olympics
JETS	Science Club
Junior Academy of Science	Science Symposium
Local or State Science Fair	

- B. **Non-Technical School Activities** – 10 points maximum – Each activity is worth **1 point** per annual membership and active involvement. Examples are:

Band	Language Club	Rotary Club
Beta Club	Literary Guild	Student Council
Cheerleader	National Honor Society	Student Government
Culture Clubs	Fellowship of Christian Athletes	School Newspaper
Debate Team	Forensics Team	Sports Manager
Drill Team	Orchestra	Sports Team Member
Junior Classical League	Pep Squad	YMCA
Key Club	Political Clubs (ie. Young Republicans)	Yearbook
	Fellowship of Christian Athletes	

- C. **Special Recognition and Honors** – 5 points maximum – Each activity is worth **1 point** per annual achievement. Achievement in this category can be defined as being the recipient of a particular award or honor, or election to an honor society. Examples of eligible honors and awards are:

AP Scholar with Distinction (Excludes AP Scholar and AP Scholar with Honors)	
Principal's Leadership Award	First Place International Science Fair
Recognition JETS' NEAS Program	Honorable Mention Science Talent Search
Scholarship Awards	Second Place Calculus Nat'l Math League
Semifinalist in US Physics Olympiad	National Merit Semifinalist
National Science Fair	

0.5 point can be awarded for local school or community recognition or award.

0.5 point can be awarded to students who advance to the state science fair.

An additional **0.5 point** can be awarded if the student places at the state level and an additional **0.5 point** if the student wins first place in a category. **Do not award any points for "Who's Who."**

D. **Major Offices / Significant Contribution in a High School Sponsored Activity** – 5 points maximum

1.5 points are earned for each of the following high school major elected class offices or their equivalent:

- class president
- editor of school newspaper or yearbook
- student council president.

1 point is earned for each of the following high school major elected class offices or their equivalent:

- Vice President, Secretary, and/or Treasurer
- Student Council Representative

0.5 point is earned for each major elected or appointed office in an organized high school or community activity, such as:

- Club President, Vice-President, Secretary, and/or Treasurer
- Senior Patrol Leader (Scouts) or Girl Scout equivalent
- Drum Major (Band), Concert master, 1st Chair of Violin
- Captain (Sport)

E. **Extra Special Merit** – For Extra Credit Points. Max 4 points. These points are added only at the State Level at the annual FES Scholarship committee meeting. Extra Special Merit points will be used only at the State Level to recognize an accomplishment which is unusual, innovative, unique, extraordinary, or truly outstanding in some way. Extra Special Merit will be based on a sequence of continued and documented efforts in an area that has produced outstanding results. Examples from past history:

- Writing a booklet on technical subject and using profits for tuition to university summer program
- Winning a National Science Fair
- Being an Eagle Scout or Gold Award for Girl Scouts
- Being a Top 40 Finalist in the Intel Science Talent Search
- State AP Scholar and National AP Scholar

PART TWO - ACTIVITIES

F. **(Section A) Paid Employment While in School** – 4 points maximum – Award points for employment during each school year at the rate of:

$$\text{Points} = \frac{\text{Hours Per Week} \times \text{Weeks Worked Per Year}}{250} \quad (\text{Maximum 40 Weeks})$$

G. **(Section B) Employment During Summer Vacation** – 4 points maximum – Points for summer employment are awarded as follows:

$$\text{Points} = \frac{\text{Hour Per Week} \times \text{Weeks Worked Per Summer}}{160} \quad (\text{Max 12 Wks})$$

H. **(Section C) Volunteer Activities** – 4 points maximum - Points for volunteer activities are awarded as follows:

1 point is earned for each 40 hours of participation per school year on minor projects such as:

- Big Brother or Big Sister
- Candy Strippers
- Drug Rehabilitation Program Counselor
- Sunday School Teacher
- Unpaid Camp Counselor
- Voluntary Tutor

1 point is earned per annual active membership per school year in:

- Boy or Girl Scouts
- Club
- Church or Community Choir
- Future Farmers of America
- Governor's School
- Junior Achievement
- University-Sponsored Program (not for school credit)

It is not intended that points be earned for merely attending church or Sunday school on a regular basis. Those activities which result in a positive contribution to society should be listed.

0.5 point is earned for each special achievement or recognition per school year in community, church, or non-school activities, such as:

- Church Awards
- Music Awards
- Scouting Awards

FORM A

2016-2017 FLORIDA ENGINEERING SOCIETY HIGH SCHOOL GRADUATE

THIS FORM SHOULD BE HIDDEN BEFORE BEING PUT ON WEBSITE

- 1 - Please staple this form to the front of the scholarship application.
- 2 - Sections I through IV to be completed by Chapter committee member.
- 3 - Section IV to be reviewed by State selection committee.

I. APPLICANT AND SCHOLARSHIP IDENTIFICATION			
Last Name:	0	First Name:	0
City:	0	State, Zip:	0 0
		Middle Name:	
		Chapter:	0

II. TEST SCORES (from Achievement Test Eligibility Section Page 2 of application, AA is greater of SAT Points or ACT Points)							
	SAT MATH (Minimum 600)	SAT Reading (Minimum 500)	SAT Writing (Minimum 500)	SAT Points 0	ACT MATH (Minimum 26)	ACT ENGLISH (Minimum 21)	ACT Points 0
Score:	0	0	0	Score:	0	0	
Points:	0	0	0	Points:	0	0	
The Highest of the SAT or ACT Score <max. 15> (AA) =							0

III. GPA & CURRICULUM			
GPA (from page 2) =	0.00	Therefore:	Class Ranking Points <10 Max>= 0
Curriculum Points (Form B)=	0.4 x A = 0	0.6 x B = 0	0.2 x C = 0
			0.4 x D = 0
Curriculum Point Totals <20 max> = (0.4 x A) + (0.6 x B) + (0.2 x C) + (0.4 x D) = 0			
TOTAL (BB) POINTS <30 max> = CLASS RANKING POINTS + CURRICULUM POINTS = 0			

IV. ACTIVITIES, PARTS ONE AND TWO (Manual Scoring)										
Reviewer's Initials		-A- Technical School Activities (12 points)	-B- Non-Technical School Activities (10 points)	-C- Special Recognition & Honors (5 points)	-D- Major Elected Offices (5 points)	-E- Extra Special Merit (4 points)	-F- Employment While in School (4 points)	-G- Summer Employment (4 points)	-H- Activity (4 points)	Total Score (CC) (48 Max)
Chapter		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0

V. Interview Questions (Manual Scoring)										
Reviewer's Initials		-A- Speaking Ability (1 points)	-B- Response to Question 4a (1 point)	-C- Response to Question 4b (1 point)	-D- Response to Question 4c (1 point)	-E- Response to Question 4d (1 point)	-F- Sincerity (1 points)	-G- Professionalism & Confidence (1 points)		Total Score (DD) (7 Max)
Chapter										0
State		0	0	0	0	0	0	0	0	0
State		0	0	0	0	0	0	0	0	0

GRAND TOTAL SCORE	
(AA) + (BB) + (CC) + (DD) =	0
State 1	0
State 2	0
Average	0

FORM A

Form A, the grading form, is included in the electronic application file. The Tab for the worksheet that contains Form A is hidden. It can be un-hidden in EXCEL by clicking "Format", then "Sheet" then "Unhide". Form A is also a locked worksheet. The worksheet can be un-protected in EXCEL by clicking "Tools" then "Protection" then "Unprotect": enter the password in capital letters when prompted: FES

HOW TO COMPLETE FORM B

WHAT IS FORM B FOR?

Form B is used to calculate the applicant's GPA for 10th, 11th, and first semester 12th grade classes. It is included as a worksheet tabbed page within the Electronic Application as part of the Electronic submittal. FES Chapter Representatives are responsible for checking that the Form B is complete and is accurate, whether it is in electronic or paper format. Discrepancies can be discussed and resolved with the applicants during the interview process.

Need: Transcript or other official document certifying the grades and courses taken
Explanation of grading system (provided with the transcript)
Form B and verification of class ranking

Note: **9th grade classes are not considered in any part of the scholarship evaluation, regardless of the class taken.**

IMPORTANT: AP, AICE and IB courses count the same as honors courses **unless** the student has taken Exam with a Passing Score. When a score of 3 or higher is earned on the advanced placement exam, a E or greater on the AICE exam, or a 5 or higher on the IB exam, the AP/IB/AICE course is evaluated the same as a college course; otherwise the course is evaluated as an honors course. Supporting documentation **must be submitted** with the transcript for all AP/IB/AICE test scores. Where a grade is shown without any indication of whether it was a one - or a two-semester course, check with the student or high school counselor if there is a doubt before attempting to finalize Form B. This is important in determining proper credit for curriculum. 1 points is given for one semester; 2 point is given for a two-semester course.

Gifted/talented course work is not considered honors. If the applicant attends a "magnet school" the course work is not considered honors unless the course is officially identified as such.

BASIC INSTRUCTIONS FOR REVIEWING/COMPLETING FORM B

Technical Courses

- Make sure the student has listed the school year in the left hand column in which the high school math, computer, natural science and mechanical drawing courses (listed in the second column) were taken.
- Ensure the remaining columns applicable for 10th, 11th and first semester 12th grade courses listed. Make sure all technical courses taken are listed, including those at a college or university or industry-sponsored courses for which high school credit was received.
- Typical examples of acceptable courses are:
 - * MATH: Geometry, Algebra, Trigonometry, Calculus, Analysis, Statistics, Analytical Geometry
 - * COMPUTER: Computer Science, Programming, Computer Operator, Any Computer Language (FORTRAN, Pascal, etc.)
 - * NATURAL SCIENCE: Physical Science, Biology, Chemistry, Physics, Science, Earth Science, Aerospace, Botany, Ecology, Evolution, Genetics, Environment, Microbiology, Reproduction & Development, Zoology, Human Anatomy, Life Science
 - * MECHANICAL DRAWING: Drafting, Mechanical Drafting

Scoring

- **On FORM B**, sum the appropriate columns to complete the two rows named TOTALS for items A through J.
- Use these TOTALS to compute information for class ranking and curriculum in Section III on **FORM A**. Be sure that the supplemental points do not exceed **20** points, and the total points do not exceed **40** points. Round your answer to the nearest tenth.

- Complete an evaluation for Section IV of Form A in the row titled "Chapter".
- Double-check your work. Place FORM B on top of the transcript and staple to the top of the application form. DO NOT PLACE FORM B IN ANY OTHER LOCATION.

A transcript or other official document certifying the grades and courses taken must be included with the application.

HIGH SCHOOL INTERVIEW GUIDELINES

Make an appointment with the eligible applicants to review their complete application. This interview should be in person & one-on-one. When this is not possible, a telephone interview is acceptable. This needs to be conducted before the applications are sent to state. Please add comments to the hidden sheet labeled “**INTERVIEW**”.

The interview process is meant to enhance the application. The review is to:

- Ascertain that the applicant is interested in engineering and plans to practice engineering after graduation.
- Encourage each applicant to report all activities that demonstrate acceptance of responsibility, that demonstrate leadership and that reinforce his/her interest in the engineering profession.
- Indicate any extenuating circumstances that may not be apparent. The “Evaluator’s Comments” box on page five of the application may be used for this purpose.
- Ascertain through probing discussion that the information reported is reasonable and accurate, especially on the items contained in the activities section.
- Update information on the application, as required.

SAMPLE INTERVIEW QUESTIONS

Student:

Date of Interview:

Phone number:

E-mail address:

1. Confirm that the Student is a US Citizen or permanent resident (green card holder), Yes or No. (If no please explain):
2. What Engineering school(s) has the Student applied to:
3. What school(s) has the Student been accepted at, and which was chosen, if any:
4. What is the Student’s particular interest in engineering (amplify as much as possible, as these questions will be used in the final scoring process):
 - a. How did you become interested in engineering?
 - b. What field of engineering is most interesting to you and why?
 - c. Why do you want to become an engineer?
 - d. What would you like to accomplish that you can only do as an engineer?
5. Discuss extra curricular and employment activities; are they all listed on the application? Are they accurate? Have any awards or commendations been received since the application was filed (science fair winner, National Merit finalist, etc.)? Also, try to clear up any confusing employment or activity dates or statements on the application.
6. Has the Student reported on any AP Tests he/she may have taken? If so, which ones and what scores? Have any more been taken since the application was made? Will the Student be entering college as a freshman or at a higher designation?
7. Comments:

HIGH SCHOOL GRADUATE SCHOLARSHIP APPLICATION ELIGIBILITY

The Florida Engineering Society (FES) will grant (6) **\$3,000 scholarships** (one-time lump sum distribution) to graduating high school seniors who have a genuine interest in engineering and might need financial assistance. Many local chapters of the FES also issue scholarships. Please read the instructions carefully and fulfill all of the requirements. Should you have questions that your parent, guidance counselor, or principal cannot answer, please refer them to your local FES chapter representative using the information included in this package.

ELIGIBILITY REQUIREMENTS

- Be a high school senior.
- Have been enrolled in one semester and will graduate from a FL school.
- Be a citizen or permanent resident (green card holder) of the United States at the time of application.
- Have at least a 3.5 grade point average based on a 4.0 scale.
- Attain a minimum test score on the Scholastic Aptitude Test (SAT), or the American College Testing Program (ACT). The scores, listed on page two, are used only as a minimum threshold level, and are otherwise not used in the selection process.
- Enroll in an engineering program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).
- Certified transcript, including **class ranking**, must be included with the application.
- A copy of official IB, AP, and AICE test score sheets must be included with the application.

NOTES TO THE APPLICANT

1. The initial judging will be made by the local FES Chapter Scholarship Committee on the basis of each candidate's high school record. A member or members of the Scholarship Committee will interview the semi-finalists either in person or via telephone. The interview process is part of the application grading. Those selected will compete on the state level.
2. The courses you have taken and the credits earned for the 10th through first semester 12th grades will be used to help evaluate your application. All courses except physical education and drivers' education will be considered. You will be awarded supplemental credit for math, computer, natural science, and mechanical drawing courses, as well as honors, advanced placement, IB, AICE and college-level courses. For purposes of this application, college-level courses are defined as those offered by university, college, or junior college for which special high school or college credit is earned by the applicant. You will be disqualified if a certified copy of your transcript is not submitted with the application. **All courses must be recorded by the applicant on Form B.**
3. Scholarships are paid directly to the financial aid office of the college/university. All scholarships are contingent upon your enrollment in an engineering program. The engineering program in which you enroll must be accredited by the national Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).
4. All applicants must intend to earn a degree in engineering and to enter the practice of engineering after graduation.
5. The announcement of all scholarship recipients will be made by May 2020.
6. Keep a copy of your completed application for future reference.

RETURN APPLICATION

This application is to be post marked by **February 14, 2020**. For contact information of your local chapter representative see the "Chapter Representatives" link on the FES Scholarship website www.fleng.org/scholarships.cfm.

GUIDELINES FOR UNIVERSITY SCHOLARSHIPS

WHO IS ELIGIBLE

To be eligible, a candidate must have:

1. Entering his/her Sophomore/Junior/Senior year in an ABET accredited Engineering Program.
2. At least 3.0 grade point average on 4.0 scale.
3. Recommendation by an engineering faculty member.
4. US citizen or permanent resident (green card holder).
5. If the student is attending an out of state program, at least one parent must be a registered FES member for at least a minimum of one year.

DISTRIBUTION PROCEDURES

5. Circle/highlight your name, return address, and telephone number on the committee representative list and attach to the applications.
6. Distribute applications to financial aid office, admissions office and heads of math and/or science departments in person, if possible.
7. Follow up. Make at least two follow up contacts before the date the applications are to be returned.
8. Applications are due to FES Chapter post marked no later than **February 14, 2020**.

CHAPTER SELECTION

Conduct an interview with applicants. Ascertain that all activities, honors and work experience are included.

Evaluate and rank the applicants using the criteria on the worksheet and submit the **top 3 applications** to **FES State no later than March 30, 2020** for consideration at the state selection meeting.

SELECTION

State committee evaluates and ranks the applicants selected by each chapter, using the criteria on the worksheet. State Committee submits all applications to the FES staff. Applicant may have a preferred and alternate choice.

FES staff contacts applicants according to rank to obtain their acceptance, advises universities of selected applicants, advises all applicants of status and prepares article for *FES JOURNAL*.

UNIVERSITY SCHOLARSHIP SAMPLE INTERVIEW

Student:

Date of Interview:

Phone number:

E-mail address:

1. Confirm that the student is a US Citizen or permanent resident (green card holder), Yes or No. (If no please explain):
2. What school does the Student attend currently?
3. If attending Junior or Community College, what ABET accredited school(s) has the Student been accepted at, and which was chosen, if any:
4. What is the Student's particular interest in engineering (amplify as much as possible):
5. Discuss extra-curricular and employment activities; are they all listed on the application? Are they accurate? Have any awards or recognitions been received since the application was filed? Also, try to clear up any confusing employment or activity dates or statements on the application.
6. Has the Student reported on all applicable Pre-engineering Course work? If not, which ones and what grades?
7. What is the Student's current college class designation (freshman, sophomore, or junior)?
8. Comments:



FLORIDA ENGINEERING UNIVERSITY SCHOLARSHIP WORKSHEET

Applicant Name: _____ **Grand Total Score:** _____

GENERAL QUALIFICATION CRITERIA – A yes answer is mandatory on Questions 1-5 for an applicant to be eligible for a Florida Engineering Foundation Scholarship.

	yes	no
1. Is the applicant entering their Sophomore, Junior or Senior year in a Florida University Engineering Program?		
2. Does the applicant have an overall grade point average of 3.0 or higher?		
3. Does the applicant have a letter of recommendation from an engineering faculty member?		
4. Is the applicant a US citizen or permanent resident (green card holder)?		
5. Are official transcripts provided?		

SCORING CRITERIA

1. Academic Performance (use applicant’s course listing sheet)

- A. Pre-Engineering Course Work **(35 point maximum)** points scored
- 2 points each for any non-lab pre-engineering courses: _____(a)
 - 1 point each for any lab pre-engineering courses: _____(b)
 - 0.5 point each for a grade of B or higher in any of the above courses: _____(c)
- Total score Pre-Engineering Course Work (sum of a, b, c) _____(I)
35 point max
- B. Overall Grade Point Average: _____ - 3 x 10 = _____(II)

Total Academic Performance Score:
(sum of I and II)

Applicant Name: _____

2. Work Experience (15 point maximum)

A. Volume of Work (*Average of School year, choose only one*) ****max of 60 hrs work per week** points scored

$$\text{Avg Hrs/Wk} = \frac{(\text{Hours/week}) * (\text{weeks worked})}{\# \text{ weeks}} \quad \begin{array}{l} \# \text{ weeks} = 26 \text{ for Freshmen} \\ 78 \text{ for Sophomores} \\ 130 \text{ for Juniors} \end{array}$$

- 8 points for 40 hours per week or more** throughout college _____
- 6 points for 30-39 hours per week throughout college _____
- 4 points for 20-29 hours per week throughout college _____
- 2 points for 10-19 hours per week throughout college _____
- 1 point for 5-10 hours per week throughout college _____
- No points for less than 5 hours per week _____

B. Quality of Work In Relation to Engineering Career Goals Up to a total of 7 points can be awarded based upon the relationship of the work to an engineering career. Examples include teaching assistantships, tutoring pre-engineering courses, surveying, drafting, technician, etc.

Total Work Experience Score:

15 point max

3. Activities (15 point maximum)

points scored

- A. Professional society and related activities (5 point maximum) _____
- B. Civic society and related activities (5 point maximum) _____
- C. Academic society and related activities (5 point maximum) _____

Scoring: 0.5 pts/semester/activity
Additional: 0.5 pts/semester/activity for officers

Total Activities Score:

15 point max

4. Honors (10 point maximum)

points scored

- A. Relevant professional, civic, and academic honors while in college (up to 2 points for each honor; may award an additional 0.5 pt/semester on the dean's list, up to a max 10 pts) _____

Total Honors Score:

10 point max

Page Total:

5. Interview (15 point maximum)

points scored

A. Speaking Ability (5 point maximum)

B. Sincerity (5 point maximum)

C. Professionalism and Confidence (5 point maximum)

Total Interview Score:

6. Bonus Points (2 point maximum)

points scored

A. Parents FES Members (1 point per parent member)

17 point max

Page Total:

PRESS RELEASE INFORMATION

We have a very easy tool for media/press releases that takes only about 5 minutes (max).

1. Copy and paste the press release found in the scholarship guidebook, with your local contact information input where necessary.
2. Visit <http://capwiz.com/nspe/dbq/media/>.
3. Type in your zip code. A list of all the local/state/national media contacts found in your area comes up, and you can select which ones you would like the press release to go to.
4. Once you've selected who you want the message to go to, click 'Compose Message', paste your press release into the box given, and press send.

This will send your press release to your local media just like an email. A link to this information can also be found by going to the Chapter tools section of the FES website <http://www.fleng.org/chapters.cfm> and clicking on media guide under the Chapter tools section.

Each Chapter is encouraged to consider utilizing a press release as a method of providing the local media with information about the Chapter's Scholarship Committee activities and/or the results of the scholarship selection process. An example of a press release is below. Consult with your Chapter President regarding the preparation and use of News Releases.

EXAMPLE of a PRESS RELEASE

FOR IMMEDIATE RELEASE: <<DATE>>

**CONTACT: <<NAME>>
<<PHONE #>>**

SCHOLARSHIPS AVAILABLE FOR FLORIDA ENGINEERING STUDENTS

TALLAHASSEE -- Students entering the field of engineering can apply for one of many scholarships administered by the Florida Engineering Society (FES) and its affiliate organizations. Applications are now available for awards for the 2019-2020 scholastic year and the application deadline for most scholarships is **February 14, 2020**.

Graduating high school students interested in engineering can apply for the Florida Engineering Society (FES) High School Scholarship. This program requires minimum test scores and grade point average (GPA), U.S. citizenship, official transcript, and an interview (in person or via telephone). Scholarships are also available for junior college transfer students entering or University students already in ABET-accredited engineering programs in Florida schools. These include general awards for students in any area of engineering study, as well as specific awards for junior college students transferring to engineering programs. Most awards require acceptance in an ABET-accredited engineering program, transcripts, minimum GPA, and letters of recommendation.

For scholarship applications, please download application from <http://www.fleng.org/scholarship.htm> or write FES at 125 S. Gadsden St., Tallahassee, FL 32301 or contact any ABET-accredited engineering program or university financial aid office.



FLORIDA ENGINEERING *Foundation* Committed to engineering education.

MEMORANDUM

DATE: DATE

TO: HIGH SCHOOL NAME

FROM: YOUR NAME
Scholarship Committee, Florida Engineering Society, YOUR CHAPTER

RE: Florida Engineering Foundation High School Scholarship Applications, 2019-2020 School Year

The purpose of this memo is to invite your future engineering students to apply for scholarships from the Florida Engineering Society. Eligibility requirements are attached. Every eligible applicant will be considered for both the Florida Engineering Society statewide scholarship as described on the application form.

Students interested in scholarships offered by the Florida Engineering Society should visit our web page at <http://www.fleng.org/scholarships.cfm>. There, they should download the scholarship application and guidelines. The application is in the form of an Excel spreadsheet which the student should complete by entering all of the requested data into the spreadsheet (note the various worksheet tabs) and save the file to a FLASH/Jump Drive. Applications should include the following items:

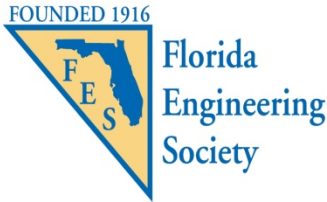
1. A FLASH/Jump Drive with their completed Excel spreadsheet application.
2. A hard copy of the completed and signed high school scholarship application Certification Page.
3. An official copy of their transcripts including University if applicable.
4. A copy of any IB and/or AP exam results.

Submit these items to the following address by February 14, 2020:

YOUR NAME
Florida Engineering Society, YOUR CHAPTER
YOUR ADDRESS
YOUR CITY, STATE, ZIP

Thank you in advance for distributing this information to students seeking financial assistance for engineering school. Enclosed is a flyer that you can reproduce and distribute to interested students and/or post within your school. If I may be of further assistance to you, please contact me at YOUR EMAIL or at YOUR PHONE.

Enclosures



MEMORANDUM

DATE: DATE

TO: HIGH SCHOOL NAME

FROM: YOUR NAME
 Scholarship Committee, Florida Engineering Society, YOUR CHAPTER

RE: Florida Engineering Foundation High School Scholarship Applications, 2019-2020 School Year

Enclosed you will find applications for the Florida Engineering Foundation High School scholarship program. The applications enclosed are for scholarships to be awarded in the 2019-2020 school year. Eligibility requirements are attached. Every eligible applicant will be considered for both the Florida Engineering Society statewide scholarship as described on the application form. I thank you in advance for distributing these forms to students seeking financial assistance for college that fit these criteria.

If you are interested in other scholarships offered by the Florida Engineering Society, please visit our web page at <http://www.fleng.org/scholarships.cfm>. There you will be able to download and print out scholarship applications at any time.

Thank you in advance for distributing this information to students seeking financial assistance for engineering school. Enclosed is a flyer that you can reproduce and distribute to interested students and/or post within your school. If I may be of further assistance to you, please contact me at YOUR EMAIL or at YOUR PHONE.

Enclosures



FLORIDA ENGINEERING

Foundation

Committed to engineering education.

MEMORANDUM

DATE: DATE

TO: SCHOOL

FROM: YOUR NAME
Scholarship Committee, Florida Engineering Society, YOUR CHAPTER

RE: Florida Engineering Foundation University Scholarship Applications, 2019-2020 School Year

Enclosed you will find applications for the Florida Engineering Society Foundation scholarship program. The applications enclosed are for scholarships to be awarded in the 2019-2020 school year. Eligibility requirements are also attached. Every eligible applicant will be considered for both the Florida Engineering Society statewide scholarship as described on the application form. I thank you in advance for distributing these forms to students seeking financial assistance for college that fit these criteria.

If you are interested in other scholarships offered by the Florida Engineering Society, please visit our web page at <http://www.fleng.org/scholarships.cfm>. There you will be able to download and print out scholarship applications at any time.

Thank you in advance for distributing this information to students seeking financial assistance for engineering school. Enclosed is a flyer that you can reproduce and distribute to interested students and/or post within your school. If I may be of further assistance to you, please contact me at YOUR EMAIL or at YOUR PHONE.

Enclosures



FLORIDA ENGINEERING
Foundation
Committed to engineering education.

NAME
ADDRESS

Dear SALUTATION LAST NAME,

We received your request for scholarship applications supported by the Florida Engineering Society. However, the DATE deadline for the submittal of these applications has passed. Please visit our website at <http://www.fleng.org/scholarships.cfm> to view all scholarships offered through FES, and make sure to submit an application next year.

I have enclosed all applications for you to look over until then. Should you have any further questions or require additional information, please contact me by telephone at PHONE NUMBER or email at EMAIL whichever is convenient. Thank you very much, and best of luck to you!

Sincerely,

NAME

Enclosures



FLORIDA ENGINEERING

Foundation

Committed to engineering education.

DATE

NAME

ADDRESS

Dear SALUTATION LAST NAME,

On behalf of The Florida Engineering Society (FES) and the Florida Engineering Foundation (FEF) I would like to thank you for submitting an application for FES/FEF Scholarship. After careful consideration of a number of excellent applications, the jury has completed the evaluation process. Although you were not selected for this scholarship, we encourage you to apply for further scholarships in the years to come as you continue with your engineering education.

We also encourage you to become an active participant of the student chapter of the FES at your college.

On behalf of The Florida Engineering Society and the Florida Engineering Foundation, I commend you for your outstanding achievements, and thank you again for your application. I wish you the very best.

Sincerely,

YOUR NAME