

ASQ Richmond Section 1104

The Victor Gray Educational Grant

Background and Introduction

In 2009, the Leadership Team of ASQ Richmond Section 1104 established the Victor Gray Educational Grant for deserving Section members who are pursuing further education, professional development, or certification. The Grant is a one-time award, in an amount not to exceed \$400.

The Grant was created to honor Dr. Victor Gray and in recognition of his many contributions to ASQ, Section 1104, its members, and to the quality community. Dr. Gray joined ASQ in 1980, became a Senior member in 1986, and was bestowed the honor of ASQ Fellow in 2003. Over his distinguished career, he served in many positions at the Section level, including Chair of Section 1104. Dr. Gray is devoted to promoting ongoing education for quality professionals, and is still active in these endeavors.

The Mission of ASQ Section 1104 is to provide opportunities for a lifelong learning environment for our members. The Victor Gray Educational Grant supports this Mission and honors Dr. Victor Gray by promoting education and creating a value-added benefit for members.

Eligibility and Selection Criteria

To be eligible, applicants must be:

- A member of Section 1104 in good standing (dues paid)
- A member of Section 1104 currently and for three or more years
- Planning to take an ASQ Certification exam, attend an educational conference, or take a quality-related course within the next 12 months

Active participation in Section activities (i.e., Leadership Team, Committee service, proctoring certification exams, Newsletter contributions, speaking at Section meetings, etc.) and financial need are the basis for selection priorities. The Leadership Team reserves the right to approve/disapprove appropriateness of the proposed course or conference.

The following priorities are observed to determine the Grant recipient from among qualified applicants:

- First priority given to applicants with no other source of payment (employer will not pay, currently unemployed, etc.)
- Second priority given to applicants who have served on the Leadership Team or a Committee
- Third priority is given to applicants who have attended Section sponsored events (meetings, plant tours, other event)
- Fourth priority given applicants who have been a member of Section 1104 the longest

Process & Procedures

1. The Victor Gray Education Grant is a one-time award, in an amount not to exceed \$400. It is awarded as directed by the Leadership Team. *At the discretion of the Leadership Team, more than one may be awarded if funds allow.*
2. The Grant is funded by Section operational funds, received from monthly allotments.
3. Applications are available on Section 1104's website (<http://asqrichmond.org/>) and can be submitted at any time. There is no deadline.
4. Completed applications are sent to the Chair of the Education Committee, and may be submitted by mail, fax, or electronically.
5. Upon receipt, the Education Committee Chair:

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- Forwards applicant names to the Membership Chair
 - Reviews applications for completeness. If required information is missing, the application is returned to sender. Re-submitted applications, if complete, will be processed.
 - Notifies each Applicant that the application has been received and will be processed.
6. The Membership Chair:
 - Verifies applicant membership status and eligibility
 - Works with the Treasurer to verify applicant participation in Section 1104 activities
 - Communicates findings to the Education Committee Chair
 7. The Education Committee Chair:
 - Incorporates information from the Membership Chair
 - If the Membership Chair finds that an Applicant is not eligible, the Education Chair notifies the Applicant that they did not meet the eligibility requirements.
 - Blinds the applications and prepares them for review by the Leadership Team.
 8. A Selection Committee, appointed by the Leadership Team, reviews completed applications at a meeting or conference call and determines the recipient using the selection criteria and scoring sheet.
 - Confidentiality and Conflict of Interest Procedures will be observed.
 - If there is only one qualified applicant, the Selection Committee determines if the applicant will receive the Grant.
 9. The decision may be made at any time during the year.
 10. The recipient is notified by the Section Chair or the Chair of the Education Committee within one week of the decision.
 11. The recipient is announced at the next Section meeting, posted on the website, and recognized in the next communication to members (Section Update or Newsletter).
 12. The recipient must notify the Section Treasurer when payment has been made to take the exam or approved class, or when conference registration is paid.
 - Written documentation of the costs must be submitted to the Section Treasurer on an ASQ reimbursement voucher, which is provided upon request.
 - Receipts must be attached.
 - A letter to the recipient, to accompany the check, is attached.
 13. If the recipient fails to use the Grant Award within the 12-month period, the money is forfeited and returned to the Section account.
 14. It is not required that the grant be awarded every year. The Leadership Team reserves the right to make that determination based on circumstances.
 15. The Board reviews the process/procedures, application, and eligibility and selection criteria annually to insure continued relevance and suitability.

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To apply for the grant, please complete and submit the following by December 31st:

1. Name: _____ 2. Day Phone: _____

3. Alternate Phone: _____ 4. Email: _____

5. Address: _____

6. City: _____ 7. State: _____ 8. Zip Code: _____

9. Place of Employment: _____

10. Title or Position: _____

11. If awarded this Grant, what do you plan to do? Check one.

Take ASQ Certification Exam – Which certification and when? _____

Take a Course – Please provide details such as your goal, title of course, school or organization providing the course, length of course, cost, credits and/or certificate provided, etc.

Attend Conference or Workshop – Please provide details such as your goal, organization providing the conference, location, registration costs, credits and/or certificate provided, etc.

Other Educational Endeavor – Please provide detailed information as requested above.

12. Will your Employer reimburse you for this activity? _____Yes _____No

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13. If you do not receive the Victor Gray Educational Grant, do you have another source of funds to pay for this activity? Yes No
14. How many years have you been a member of ASQ Section 1104? _____
15. Have you ever served as a Section 1104 Officer? Yes No
If yes, what position and what years? _____
16. Have you ever served as a Section 1104 Committee Chair? Yes No
If yes, what Committee and what years? _____
17. How many Section meetings did you attend in the last three years?
Check one: 0-5 6-10 11-15 16 or more
18. What other ASQ sponsored events have you attended in the last three years? _____

Comments: _____

Send applications to: _____

Chair, Education Committee
Address 1
Address 2
Phone:

OR email to: Email: _____
OR Fax to: Fax #: _____

Incomplete applications will be returned! The deadline to submit applications is December 31st.

Thank You and Good Luck!

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|---|
| For Section 1104 Use Only – Applicants do not write in this space. Scoring system can be inserted here _____ _____ _____ _____ _____ _____ _____ _____ |
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Date

Name

Address 1

Address 2

City, State, Zip

Dear Name:

We are pleased to announce that you have been selected as the recipient of Section 1104's Victor Gray Educational Grant. Congratulations!
A check in the amount of \$\$\$\$ is enclosed.

Again, our congratulations and we wish you success in your educational endeavors.

Sincerely,

XXXXXXXX, Chair
ASQ Richmond Section 1104

Make sure most recent
letterhead is used

Enclosure