

**Washington APCO
Dick Quantz Scholarship Fund
Application Information**

I. Goal

The goal of the Dick Quantz Memorial Technical Scholarship program is to provide educational assistance to APCO members and their families seeking to further their education in a technical field. The goal of this scholarship program is to help to provide training and technical resources for the public safety industry.

II. Description

This scholarship program consists of two parts as follows:

1. Tuition assistance for the Washington Chapter Summer Training Conference.

The portion of the scholarship program provides up to three \$500 scholarship grants to assist with the registration and expenses to attend the Washington APCO Chapter Summer Training Conference or other locally organized training conference if the Summer Training Conference is not held.

2. Tuition assistance for attendance at any national or state accredited college or university in the study of a technical course as defined below.

This portion of the scholarship program provides a single scholarship grant of up to \$1,000 to assist with tuition at any 2-year or 4-year accredited college or university in one of the following fields:

- Electrical, Civil, Mechanical, or Communications Engineering
- Computer Science
- Physics
- Mathematics
- Chemistry
- Engineering Technology
- Information Technology
- Industrial Electronics
- Electronic Technician
- Computer Technician

Consideration will be given to other courses of study that are closely related to the list defined above.

III. Who May Apply

Each of the two scholarship parts has their own eligibility requirements.

Summer Training Conference Scholarship

The Summer Training Conference Scholarship is eligible to all full non-commercial Washington Chapter APCO members who work in a technical field for a state or local government entity.

College or University Scholarship Program

The College or University Scholarship Program is open to all Washington Chapter APCO members Active, Member, and Commercial, and their immediate families.

IV. Types of Awards and Application Deadlines

Washington APCO provides monetary awards on a reimbursement basis for a variety of training opportunities. Deadlines vary with the type of training award being sought:

1. Summer Training Conference scholarships are awarded to specific individuals prior to the conference. The application deadline is May 1st for that year's conference. This application deadline may be altered by the Executive Board to ensure the Dick Quantz Scholarship Committee has sufficient time prior to the Conference to review applications and make awards.
2. College Scholarship Grant applications shall be received by March of each year for awards by June of each year for the fall start of the school year.

The amounts are divided between the amounts reserved for the Summer Training Conference and College Scholarships. This amount may be changed by the Scholarship Application Selection Committee with approval of the APCO Washington Chapter Executive Board.

V. Application Procedure

Summer Training Conference

To apply for an award from the Dick Quantz Scholarship Fund, the applicant must:

1. Fill out the Scholarship Fund Application in full, providing documentation where requested;
2. Obtain an authorization signature from the agency executive;
3. Submit the completed package to the Dick Quantz Scholarship Committee Chairperson prior to the funding deadline for the upcoming funding cycle. The Chairperson's contact information is available on the Washington APCO web site (www.apcowa.org).

VI. Application Review Procedure

The Dick Quantz Scholarship Committee scores all applications on the following criteria:

APCO Summer Conference

Criteria	Scoring Weight
1. Is application complete, including agency executive signature?	If no, ineligible
2. Is applicant a non-commercial member in good standing in Washington Chapter?	If no, ineligible
3. Is applicant employed in a public safety facility in a technical role?	If no, ineligible
4. Grade the applicant's written reasons for requesting funding, why they want to go, and why their agency can not afford to send them.	Grade on a scale of 0-20 the adequacy of the request and the applicant's reasons.
5. Is the agency sending other employees to the summer conference?	If no, score 10 points. If one, score 5. If two or more score 0.
6. Is the class requested considered relevant by the agency executive/designee and does the request include supporting documentation?	If yes, score 5 points. If no, score 0.
7. Did the agency receive funds last year?	If no, score 10 points, if yes, score 0.
8. Does applicant's agency receive state operational assistance, including training funds?	If yes, subtract 10 points. If no, score 0.

Applications are then ranked according to the final score.

College Scholarship Application

Criteria	Scoring Weight
1. Is application complete?	If no, ineligible
2. Is applicant either a member or a family member of a member in good standing in Washington Chapter?	If no, ineligible
3. Is applicant proposing a course of study in one of the allowed fields?	If no, ineligible
4. Has the applicant already been accepted by an accredited college?	If yes, score 10 points, if no, score 0.
5. Grade the applicant's essay as follows: 0-10 points on grammar and English. 0-10 points on clarity of thought. 0-20 points on reasons for choosing a technical career	Grade the essay on a scale of 0-40 points.
6. What year of school is this application for?	If year 1, score 5 points. If 2-3, score 10 points. If year 4-5, score 5 points. If year 6 or above score 0.
7. Has this applicant received other scholarships?	If one, no deduction. If two, deduct 10 points. If three or more deduct 20 points.
8. Is the applicant a member of the family of an ADCOMM employee or of a member of the APCO selection committee?	If yes, ineligible.

VII. Communication and Disbursal of Award

All Dick Quantz Scholarship Committee application approvals are recommendations to the Executive Committee. The Committee may recommend a partial award, at its option. When an award is recommended for approval, the Dick Quantz Scholarship Committee Chair shall communicate the details to the Executive Committee. The Executive Committee may then accept the recommendation. The Secretary of the Chapter is responsible for communicating the Executive Committee's intent to the Treasurer.

VIII. Use of Awards

All training awards are provided on a reimbursement basis. Applications may be submitted prior to attendance but submission does not guarantee approval. Receipts, bills or other proof of expenditure will be required. APCO may provide advance funding if the applicant can show hardship.

Summer Training Conference

Upon completion of the conference for which reimbursement is being requested, APCO requires a signed affidavit from the sponsoring agency executive verifying the level of participation by their employee. The affidavit should verify that the conference attendee participated in training during at least 75% of the offered training session time from any track, or the employee successfully completed the training course with a passing grade of C or better. The affidavit should be submitted along with a report detailing the attendee's experience and use of the training to the Dick Quantz Scholarship Committee. Reimbursement shall occur only after the successful completion of training in all cases, except as may be granted in certain hardship cases.

College Scholarship Grants

The Scholarship Grants are only to be used for tuition assistance. If the applicant drops out of the educational program and receives a tuition refund, the refund up to the Scholarship Grant amount shall be returned to APCO. At the completion of the course of study funded by the Scholarship Grant, the applicant shall send to the APCO Scholarship Committee Chairman a copy of their grades indicating completion.

IX. Scholarship Committee

Mission

The Dick Quantz Scholarship Committee is charged with the stewardship of the Dick Quantz Scholarship Fund.

Composition

The Dick Quantz Scholarship Committee is comprised of such members of Washington APCO as are appointed by the Chapter President and the Principal of ADCOMM Engineering, Joe Blaschka. Such members serve at the pleasure of the

Chapter President. It is recommended that the Chair of the Committee be a current member of the Executive Committee by virtue of being a Chapter Officer.

Fiscal Responsibility

The Dick Quantz Scholarship Committee has authority only to recommend expenditure and allocation to the Executive Committee.