

Standard Operating Procedures Oregon GCSA Scholarship Committee

- **PURPOSE:**

To identify and recognize outstanding students who are pursuing careers in golf course management or related field.

- **COMPOSITION:**

Oregon GCSA scholarships will be awarded to the most outstanding students in an annual competition based on eligibility and selection criteria indicated below. A total of three (3) different scholarships can be awarded. Regarding the OGCSA Scholarship, the committee has the option of awarding an additional annual scholarship if they see fit. The Whitworth scholarship will be awarded to the top ranked student of the aforementioned competition. Other available scholarships are the Martin Memorial and the OGCSA scholarships. The total number of recipients and dollar amounts awarded will be based on available funding.

Members of the Scholarship Committee, which is chaired by the current OGCSA President, include the current OGCSA Vice President, the OGCSA immediate Past President, one additional OGCSA past president, and an Oregon Turfgrass Foundation (OTF) board member. Other OGCSA or OTF board members may serve on the committee as the OGCSA President sees fit. By including future and past OGCSA Presidents, continuity and consistency is maintained. The committee is responsible for recommending awardees to receive funds as deemed by the OGCSA Finance Committee and the OTF Board of Directors. The amounts allocated vary from year to year, depending on the success of the funds in question and the balances within the OGCSA budget. The amounts are to be determined by the OGCSA Finance Committee for the OGCSA Scholarship(s) and by the OTF Board of Directors for the Whitworth Scholarship. The OTF Board will also provide a recommended amount for the Martin Scholarship based upon the recommendations from the Martin Family. The number of scholarship also varies accordingly. Distribution of current scholarship applications and a set of evaluation documents should occur no later than the first week of April, so current committee members have the opportunity to make informed decisions during upcoming meeting. The current committees, organized by the OGCSA President, will meet sometime during the first two weeks of April to select the recommendations of the Whitworth, Martin, and OGCSA scholarships. A formal recommendation shall be made to the appropriate parties no later than April 21st. The selected winners should be notified via letter by April 30th. This letter should extend an invitation to the OGCSA Annual Meeting, where there will be a scholarship award ceremony. The Martin family should also be invited to the meeting and invited up during the ceremony to present the Martin Memorial scholarship.

- **ELIGIBILITY:**

*Applicants must be planning to become a Golf Course Superintendent or a professional in a closely related field.

*The Scholarship Committee Chairperson will have the final decision on the eligibility of applicants.

- **OGCSA SCHOLARSHIP**
 - Available to any student currently enrolled in turf related school or university. - Online students eligible.
 - Min of 10 credits of academic courses appropriate to turf/ag field of study must be completed
 - GPA - of a minimum of 2.75 in turf related field of study
 - Or minimum of 3.00 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of recommendation from a faculty advisor and /or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **MARTIN SCHOLARSHIP**
 - Available to any undergraduate of Junior or Senior standing or graduate student currently enrolled in turfgrass program at Oregon State University
 - Minimum of 30 credits of turf/ag program academic courses must be completed
 - GPA - minimum of 3.00 in turf related field of study
 - Or minimum of 3.25 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of Recommendation from a faculty advisor and/or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **WHITWORTH SCHOLARSHIP**
 - Available to any undergraduate of Junior or Senior standing or graduate student currently enrolled in a turfgrass program in the Pacific Northwest.
 - Minimum of 30 credits of turf/ag program academic courses must be completed
 - GPA - minimum of 3.00 in turf related field of study
 - Or minimum of 3.25 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of Recommendation from a faculty advisor and /or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **CRITERIA FOR SELECTION:**
 - * Applications must be postmarked no later than March 31st.
 - * Applicants will be evaluated on academic excellence, cumulative GPA, employment history, completion of all sections of the application, responses to indicated questions, volunteer history, and recommendations of turf industry professionals and/or academic advisors.

- * Financial need is not a factor for selection.
- * Previous recipients may reapply, if all eligibility requirements are met.
- * Answers to essay questions must be original and not previously submitted by applicant.

- **SELECTION PROCESS:**

The Scholarship Committee shall evaluate and score the applications using Multi Attribute Decision Analysis (MADA), which is outlined in the following rating rubric (See figure 1). Based on the scores from the rating sheet, a ranking of all applicants will be established. Finalists will be determined, with the number one finalist to receive the Whitworth Scholarship, the number two finalist to receive the Martin Memorial Scholarship, and remaining finalist(s) to receive a scholarship based upon OGCSA Finance Committee recommendations to receive the rest of the funding. The amounts awarded are determined by the OTF Board of Directors (Whitworth and Martin scholarships) and the OGCSA Finance Committee (OGCSA scholarship). The total dollar amounts of awards must not exceed funding available to distribute. It shall be the responsibility of a committee member to refrain from judging if he/she feels there is a personal bias on their part. In the event of a tie for the rankings, field of study GPA will become the tiebreaker. In the event of a tie in GPA, the Committee Chairperson will be given the authority to determine the result.

- **AWARDS:**

- * Award amounts will be determined on an annual basis.
- * Scholars will receive a certificate of recognition.
- * Recipients will be notified no later than April 30th.
- * Scholarships will be presented at the OGCSA Annual Meeting in May. Recipients will receive complimentary registration to the event. Award recipients are expected to attend the ceremony.

The main purpose of the Standard Operating Procedures (SOP) is to maintain continuity from administration to administration and is to be used as a guide so that important procedures and policies are not overlooked.

Nothing contained herein is intended to be in violation of the OGCSA bylaws or articles of incorporation. If such violation does exist, the OGCSA bylaws or articles of incorporation shall prevail.