

# Standard Operating Procedures

## Oregon GCSA Oregon State University Turfgrass Management PACE Course Series Scholarship

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1. **PURPOSE:** To identify and support an Oregon GCSA member or an employee of an Oregon GCSA member interested in a furthering their knowledge in the turfgrass management profession and provide them with a scholarship to the full series registration for the Oregon State University (OSU) Turfgrass Management PACE courses. This award is extended to the Oregon GCSA from the OSU Turfgrass program, Associate Professor, Dr. Alec Kowalewski and administered by the Board of Directors of the Oregon GCSA.
  
2. **COMPOSITION:** Oregon GCSA Oregon State University (OSU) Turfgrass Management PACE course scholarship will be awarded to the most outstanding applicant in an annual competition based on eligibility and selection criteria indicated below. Applications will be reviewed by the scholarship committee and submitted to the Oregon GCSA Board of Directors for final approval. All decisions of the committee will be final. Application deadline will be September 30 of each year. Applicants will be notified of their status by Mid-October of the year submitted.
  
3. **ELIGIBILITY**
  - Applicant must be a class A, B, C, Oregon GCSA member or an active employee of such member.
  
4. **CRITERIA FOR SELECTION**
  - Applicants must submit an original letter of interest of up to 500 words. The letter of interest must be original and not previously submitted to the Oregon GCSA.
  - Applicants that are employees of Oregon GCSA members must also submit a letter of recommendation from sponsoring member.
  - Applicants that are current members of Oregon GCSA must also submit a letter of recommendation from an industry peer, club management or club member.
  - Applicants will be evaluated based on employment history in golf course maintenance/landscape/equipment management field and desire to advance in the industry.
  - Financial need is not a factor in the selection.
  
5. **SELECTION PROCESS**
  - The Scholarship Committee shall evaluate and score the applications. Based on the scores, a ranking of all applicants will be established.
  - 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. If an employee of the selection committee is applying the committee member must excuse themselves from selection committee and will be replaced by another Oregon GCSA board member.
  - Applicants will be evaluated using the PACE Course Scholarship Rubric. The scoring rubric is scored (1-10) and weighted on the following items: Section 4: Letter of Interest (Item weight factor - 10); Section 3: Letter of Recommendation (Item weight factor - 5); Section 3: Work History (Item weight factor – 2); Application Neatness (Item weight factor – 1)

- **How to Apply**

Applicants must complete and submit the attached application form and supply the following under one cover:

1. Typed original letter of interest (up to 500 words) covering why they are interested in completing the Oregon State University (OSU) Turfgrass Management PACE course.
2. Letter of recommendation.
3. All applications must be postmarked by September 15 of the year submitted.
4. Send or email the packet to:

**Oregon GCSA**  
P.O. Box 1556  
Oregon City, OR 97045  
Phone: (503) 344-6535  
Email: [ogcsa@ogcsa.org](mailto:ogcsa@ogcsa.org)

Recipients will be notified in early October.

Scholarships will be recognized as the recipient and presented at the Annual Meeting of the Oregon GCSA, in May. Recipients will receive complementary registration to the event.

## **Oregon GCSA Oregon State University Turfgrass Management PACE Course Scholarship**

Your scholarship application will be judged by its appearance and content. It is important to remember the following tips:

1. Read the application instructions carefully.
2. Have your application arrive as early as possible.
3. Provide all the information required. Do not submit an incomplete application.
4. Do not include extra items.
5. Proof all materials. Have one or two other people proof your letter of interest. Use spell check.
6. Typed applications are preferred.
7. Be neat.
8. Use white paper. Do not use staples.
9. Make copies of your finished application for reference.

### ***Deadline for Submitting Application***

**Completed applications must be postmarked or emailed by September 15.**

# The Oregon GCSA Oregon State University Turfgrass Management Application Form

Please type this form

## Section 1 – Applicant Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Club: \_\_\_\_\_

Preferred Mailing (Club or home) Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

## Section 2 –Employer information if applicant is not an Oregon GCSA Member

Name of Member \_\_\_\_\_

Club: \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Member Since \_\_\_\_\_  
(Month/Year)

Current Classification \_\_\_\_\_

Member's Signature \_\_\_\_\_

## Section 3 – Work History & Activities

List in chronological order work history in related turfgrass industry

Type of work	Employer	Employment dates

List your activities outside of work (clubs, organizations, community service, etc.):

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### Section 4 – Applicant Letter of Interest

Attach a typed letter of interest that does not exceed 500 words. The letter of interest must be original and not previously submitted to Oregon GCSA. The letter should cover the following:

1. Why are you interested in completing the Oregon State University (OSU) Turfgrass Management PACE course and how will assist you in your career in the industry?

### Section 5 – Oregon GCSA Member letter of recommendation

**Non-Oregon GCSA members:** Attach a letter of recommendation from sponsoring Oregon GCSA member. The letter of recommendation must be composed on official letterhead, dated and signed. The letter of recommendation must be original and not previously submitted to Oregon GCSA.

**Oregon GCSA Members:** Attach a letter of recommendation from an industry peer, club management or club member.

### Certification

I certify that the above information is true and correct to the best of my knowledge.

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(Applicant’s Signature)

(Date)