

# 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 once each year in November, or at a time directed by the Leadership Team.
2. The Grant is funded by Section operational funds, received from monthly allotments.

## **ASQ Richmond Section 1104 The Victor Gray Educational Grant**

3. Applications are available on Section 1104's website (<http://asqrichmond.org/>) and can be submitted at any time in September or October of the grant year. The deadline for submission is October 31<sup>st</sup> of the grant year.
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:
  - 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 and returned by October 31<sup>st</sup>, will be included in the review cycle.
  - 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 is made by December 1<sup>st</sup> of the grant 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.
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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The Grant is a one-time award, in an amount not to exceed \$400. To be eligible, applicants must be:

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To apply for the grant, please complete the following and submit by October 31<sup>st</sup>:

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 between September 2006 and May 2009?  
    Check one:     0-5     6-10     11-15     16 or more
18. What other ASQ sponsored events have you attended since 2006? \_\_\_\_\_  
\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail 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 October 31<sup>st</sup>.

## Thank You and Good Luck!

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