

PEO Chapter Scholarship Fund and Scholarship Fundraising – Guideline

Objectives:

- To encourage high school students to pursue careers in the engineering profession.
- To connect the local chapter with students.
- To provide some financial assistance to students who have chosen to pursue engineering.
- To give students a sense of belonging to a respected profession that reinforces high standards and professional competence.
- To bring an understanding of the values of the profession so that they can accept the responsibilities of becoming professional engineers.

Selection CRITERIA Mandatories:

- Recipient must be a grade 12 graduating student who has enrolled into a CEAB-accredited Ontario University engineering program.
- Recipient must submit a proof of enrollment such as enrollment letter or a timetable to receive awarded funds.
- Recipients are encouraged to sign up for the PEO SMP (Student Membership Program), which is available at no cost, once they have enrolled into an engineering program.

Selection PROCESS Mandatories:

- The PEO Chapter must develop an application process and cannot just provide funds to local high schools to distribute. For example, an essay or design problem submission format could be used.
- It is up to the PEO Chapter to develop selection criteria for a successful scholarship recipient by combining academic standing with leadership examples, their interest in engineering as a profession and well-rounded activities and community involvement.
- The PEO Chapter must try to communicate the scholarship broadly to high schools within their geographical area, and not work with just one high school.
- The PEO Chapter must exclude from the selection committee any members whose immediate family member is applying for the scholarship (i.e. children, grandchildren, brothers or sisters) to avoid conflict of interest.
- The PEO Chapter has an opportunity to present the scholarship to the recipient in person. This could be at a Chapter function with the chapter executive present, such as a licence ceremony, AGM, etc., in order to mitigate additional costs, or it could be at the graduation ceremony of the recipient's high school.
- The PEO Chapter should try to maintain contact with the scholarship recipient throughout their undergraduate program and after graduation, through invitations to chapter events and mentorship, and also try to encourage the involvement in chapter activities.

Process:

- Please see the Diagram in the bottom of the document for the Chapter Scholarship process.
- Once candidates are finalized, Chapter should fill out Chapter Scholarship Payment form (www.chapters.peo.on.ca) and send it to the Chapter Office Administrative Officer along with the students' proof of enrollment to the Engineering program.
- Once PEO processes the request, cheques will be mailed out to recipients via regular mail. If Chapter decides to present cheques to recipients personally, there should be a check mark in the appropriate box on the Scholarship Request Form. In this case all cheques will be mailed to the Chapter Chair to await the presentation.
- There is a printable Chapter Scholarship Certificate (www.chapters.peo.on.ca) available for Chapters that wish to honour recipients' achievements during Chapter events without handling actual cheques.



Funding:

- RCC (Regional Councillors Committee) will divide the allotted scholarship funds equally amongst all the approved chapter requests. This amount could be adjusted annually based on the funding provided by PEO Council and the number of approved chapter requests.
- Chapter can award scholarships in any number and dollar value as determined by their Executive not exceeding the total amount of \$1500 annually (i.e. funds may be awarded as one \$1500, three \$500, etc., or a combination thereof amounting to \$1500 limit).
- Chapter Scholarships funded by PEO are not a standard line item in Chapters' Business Plans and Annual Reports. Therefore they should not be included in annual Business Planning and Reporting Package. Chapters should notify Chapter Office about their willingness to participate in PEO Scholarship program by stating so in the "Additional Notes" field.
- Many Chapters have increased the number of scholarships awarded, using extra funds raised to augment the PEO funds. PEO supports this activity, but requires Chapters to adhere to the following guidelines for raising additional scholarship funds:
 - 1) The fundraising purpose (scholarships) must be clearly designated at any event or fundraiser.
 - 2) Surplus revenue from sporting events (i.e. golf tournaments), social events, presentations, donation requests, etc. is allowed.
 - 3) Revenue from gambling (i.e. games of chance, random draws, 50/50 sales, betting), and liquor sales, is discouraged.
 - 4) Donations may be solicited from corporate sponsors for scholar support. However, Chapters are cautioned to avoid undermining financial support for other Chapter member activities.
 - 5) Chapters cannot issue charitable donation receipts to donors.
 - 6) The Chapter should not underwrite the entire cost of an event if a participation fee is collected, and then redirect the total revenue to the scholarship fund. It is the surplus funds that can be used for scholarships.
 - 7) Recognition of sponsorships is allowed (signage) but must not be linked to advertising in Chapter newsletters.
 - 8) Chapters should budget for the additional scholarships, but not promote the additional scholarships prematurely. Fundraising should be complete at least six weeks before the award of scholarships, preferably before analyzing the student submissions.
 - 9) Depending upon the fundraising success, funds may be deferred to the following year as well.
 - 10) The PEO scholarship cheques (to the \$1500 limit) are issued by the Chapters office once the appropriate forms are completed and submitted to PEO when the additional Chapter sponsored scholarships are issued by the Chapter.