



## **AEE FOUNDATION SCHOLARSHIP PROCEDURES**

### **PURPOSE**

To encourage qualified practitioners in energy engineering, energy management, and sustainability by awarding scholarships to further education in those fields.

### **ELIGIBLE STUDIES**

Scholarships shall be available to undergraduate and graduate degree candidates who are enrolled in engineering/sustainability related programs at accredited colleges or universities. Scholarship funds are to be used for courses directly related to energy engineering, energy management, and/or sustainability.

### **PROCEDURE**

#### **1.0.0 AEE SCHOLARSHIP COMMITTEE**

1.1.0 The Board of Trustees shall annually appoint the Foundation's Scholarship Committee and such committees as the Board may determine. Each committee shall consist of at least one Trustee, and each committee shall have and may exercise such authority and perform such functions as the Board of Trustees may prescribe within the limits of the Foundation's governing instruments and applicable law. The Board shall also appoint the Chair of each committee to serve at the pleasure of the Board.

#### **2.0.0 CHAPTER SCHOLARSHIP COMMITTEE**

2.1.0 Each Chapter will assign members on a local Scholarship Committee to screen candidates for scholarship awards.

2.2.0 Each Chapter may submit up to **six (6) nominees**, no more than two of whom may be post-baccalaureate students.

#### **3.0.0 SCHOLARSHIP FUNDING**



3.1.0 At the fall of each year, a scholarship drive will be initiated to encourage individuals to donate to the AEE Foundation Scholarship Fund. In general, scholarships will be awarded in the \$1,000.00 and \$5,000.00 categories, but the amounts are subject to change due to availability of funds. The number of scholarships and amounts to be awarded in the next fiscal year shall be determined by the AEE Board of Trustees based on funds available.

3.1.1. AEE Chapters could select and fund their own scholarships but need to send to the FAEE Scholarship Director the dedicated funds for these scholarships, and each recipient's FAEE Scholarship Application filled and current transcripts - No exceptions.

#### 4.0.0 SELECTION PROCESS

4.1.1 The "Call for Applications for Scholarship Awards" shall be sent by the AEE Scholarship Director on or before January 1 of each year. This document will be posted online on the Foundation Website for public information.

4.1.2 "Applications for FAEE Scholarship" are to be submitted by the Chapters, or by nominees not in Chapter areas, to the AEE Scholarship Director by May 1 of each year. The applications will be submitted electronically by the Scholarship Director to the AEE Scholarship Committee by May 6.

4.1.3 AEE Scholarship Committee shall make its selections by July 1 of each year and notify the AEE Scholarship Director by July 2.

4.1.4 AEE Scholarship Director shall make the announcements, publish the results, and send information to the Scholarship recipients by August 1 of each year.

4.1.5 The announcement of the Scholarships will take place at the AEE Foundation Website, and the local Chapters can announce their recipients in their Fall meeting.



4.2.0 Candidates shall be nominated annually by the Chapters of the Association of Energy Engineers. Students who live in an area without an AEE Chapter may apply to Chapters outside their area for consideration. The Chapter Scholarship Committee will make the preliminary determination as to candidate's eligibility, need, and qualifications. The Chairperson will write an evaluation as to the character, academic standing, personality, and financial need of the scholarship candidate. A personal recommendation from a faculty member of the school attended by a candidate should be submitted as part of the overall consideration of the candidate. A current copy of transcript of grades will be required with each application.

4.2.1 The Chairperson must report to the Chapter Committee concerning the candidate and receive a vote of the Chapter Committee before presenting the scholarship application to the AEE Scholarship Director/Committee. Students who live in countries without an AEE Chapter may apply directly to the AEE Scholarship Director in the US.

4.2.2 The Chairman of the AEE Foundation Scholarship Committee shall make its choice, taking into consideration: scholarship, character, grades, and financial need. In awarding scholarships, preference will first be given to candidates needing aid for the final year; second, to candidates needing aid for the last two years; third, to candidates needing aid for three years; and finally, to first year students. The recipients shall be determined by a majority consensus of the comments received by the Scholarship Committee. A meeting may be called by the Committee Chairman to resolve differences; this meeting may take place by telephone.

4.3.0 Each year, at least one Al Thumann Scholarship will be awarded to the most outstanding nominee, and the Ruth Whitlock Scholarship will be awarded annually to the top international female nominee. The amount of Al Thumann scholarships could change depending on the funds, or endowments for this purpose each year.

4.3.1 The minimum amount for the Al Thumann scholarship will be \$5,000, and \$1,000 for the AEE Scholarship.



4.3.2 The AEE Chapters may indicate which of their nominees would be best qualified for these awards.

4.3.3 The AEE Scholarship Committee will choose these recipients either from the Chapter recommendations or committee nominations.

4.3.4 In addition, as made available from corporate and other sponsors, the AEE Foundation Scholarship Committee shall designate and award special/named scholarships, ex. CWEEL, or CWEEL International.