



# Scholarship Program Guidelines

*Approved by the SAME Board of Direction*

The SAME Strategic Plan encourages SAME members to promote architecture, engineering and related career fields at colleges and universities through Student Chapters, mentoring programs and scholarships. SAME Posts collectively award more than \$1 million annually for academic scholarships. The purpose of this document is to provide general guidelines to assist Post leaders in developing and administering scholarship programs tailored to local needs and preferences. Posts are encouraged to use this document to establish an effective scholarship program that achieves the goals set forth in the SAME Strategic Plan.

**1. TYPES AND METHOD OF SCHOLARSHIP AWARDS.** SAME's preference is to provide funding directly to the student to support a mentoring link with the student rather than to send funds to the academic institutions, which will limit the bond between the student and SAME. However, SAME recognizes that funding scholarships through the academic institution may be required by the school or preferred by the Post, especially when the Post sets up an endowment.

- Currently, most Posts award primarily one-year scholarships. SAME recommends greater use of multiyear scholarships, even when it results in fewer scholarships awarded. Multiyear (two- to four-year) scholarships allow mentors to provide students opportunities for personalized feedback on academic progress and to discuss with students their selection of courses and programs for the coming year and semester, and maximize the potential for summer internships or cooperative work agreements. The continuation of a scholarship should be dependent on the student meeting the expectations of the Post, which should be communicated in advance to the student.
- Based on current average tuition costs, Post leaders should consider minimum of \$1,000 one-year scholarship, a \$2,500 two-year scholarship to an undergraduate junior or a \$5,000 four-year scholarship to a graduating high school student entering college to study architecture, engineering, or related field.

**2. SELECTION CRITERIA.** The goal of the SAME scholarship program is to promote architecture, engineering and related fields of study. Therefore, scholarships should be awarded to those entering such undergraduate or graduate degree programs. However, SAME also supports the use of scholarship funds for graduate work in finance, management or other related fields for those SAME members involved in military engineering.

- The best time to seek applicants is in the spring or early summer for the following school year, when students or potential students are planning their future studies. High school seniors as well as college undergraduates and those seeking to enter graduate school should be eligible. Since Student Membership is free for full-time college students, the Post is encouraged to require the student to become a member of SAME as a condition of receiving a scholarship if not already a member. This will assist the Post in staying in touch with the student and providing continuing mentoring during his/her college years and thereafter.
- Post leaders should consider selection criteria that include some or all of the following: student intent to study architecture, engineering, or related fields; participation in extracurricular activities; overall student achievements; and a specified minimum grade point average. Other criteria can include essays, leadership and community service as well as interest in military service.
- Participation in SAME Student Chapters and local Post activities should be encouraged to establish mutually-beneficial mentoring relationships between students and SAME Post members if students are attending local colleges or universities. If a student award recipient is attending school in another community, the awarding Post leaders should refer the student to a local Post if one exists in the vicinity of the college or university.
- Posts should encourage high school graduates of the SAME Engineering & Construction Camps to apply for scholarships from the Post. This will enable SAME to further assist camp graduates

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in pursuing an undergraduate degree in architecture, engineering, or related fields.

- Posts are encouraged to contact schools and organizations to provide information on SAME scholarship programs to minorities and women and to assist them in applying for scholarships in support of SAME's goal of attracting minorities and women into the engineering workforce and into military service.
- While children of members of Post boards of direction should be able to compete for scholarships, selection should be based on merit or need and not the parents' affiliation with the SAME Post.

**3. METHODS OF SELECTION.** Posts should establish scholarship committees to formulate, document and manage selection criteria, solicit and review applications, and make decisions on award of scholarships. Post boards of direction should set the number, type and value of scholarships annually based on local priorities and funding and provide the Post scholarship committees any additional guidance.

- Scholarship committees should include at least one member of the Post board of direction.
- SAME members whose children are competing for scholarships should not be on a scholarship committee for that particular year to preclude any conflict of interest.
- SAME recommends that applications be rated in accordance with specified criteria defined in Post standard operating procedures established in advance by the scholarship committee.

**4. FUNDING.** Posts should raise scholarship money through fundraisers such as golf outings, conferences, Sustaining Member donations and other income-generating events. Generally, these fundraisers should benefit Post Education & Mentoring Funds, which will provide the Post greater flexibility in use of the monies for scholarships, SAME Engineering & Construction Camps, and stipends for SAME conferences and other continuing education.

- SAME recommends using annual donations and fundraising receipts to fund scholarships and other education and mentoring activities, but also to establish a corpus that can be invested in long-term Certificates of Deposits or other investments from which the investment income can be used annually to fund such activities. It is important to continuously fund scholarships each year to maintain program momentum and to encourage continued interest from promising

students who are pursuing degrees in architecture, engineering and related disciplines.

- A Post Education & Mentoring Fund need not be separately incorporated but should be hosted in a Post account separate from Post operating funds. The Post Education & Mentoring Fund is automatically covered by insurance purchased by SAME HQ unless it is separately incorporated, in which case the Post needs to purchase its own Directors and Officers (D&O) insurance or contact SAME HQ so that the fund can be added as an additionally insured to the SAME policy.

**5. MENTORING.** Maintaining relationships between student scholarship recipients and Post members is crucial to the success of a scholarship program.

- Posts should assign mentors to scholarship recipients. Developing personal relationships encourages excellence in studies and encourages completion of a degree in architecture, engineering or related field. Students benefit from summer internships and possible employment with SAME member organizations upon graduation, and SAME member organizations benefit from being able to observe and mentor an individual while in school and transition them into the workforce upon graduation. This scenario represents a win-win for students and SAME member organizations.
- Scholarship recipients and their families should be invited to participate in annual Post events, such as holiday parties, other social events and awards banquets.
- SAME recommends that SAME Fellows take a prominent role in mentoring students and refer to the Academy of Fellows Mentoring Scorecard found on the SAME website.

**6. METRICS.** Posts should establish scholarship program metrics to measure scholarship program performance related to the society's objective of promoting architecture, engineering and related career fields through scholarships. The primary measure of success is the number of scholarship recipients that graduate with an architecture, engineering, or related degree compared to the number of scholarship recipients supported by the Post. Success will be enhanced by personal and professional mentoring relationships with students as well as financial support for their studies.

*For further information on SAME scholarship programs, please contact the Executive Director or Post Operations Specialist at SAME HQ ([www.same.org/samestaff](http://www.same.org/samestaff)).*