



G.E.M. Environmental NFP

Undergraduate Student Scholarship

Program Rules and Regulations

- The rules and regulations that follow were written to serve as the governing document for G.E.M. Environmental NFP's "GEM for STEM: Undergraduate Scholarships" which provides for a \$500 cash award sent directly to the recipient.
- This specific scholarship opportunity is intended for Students of Community Colleges and Universities that have not yet attained a bachelor's degree. Students of higher academic progression need not apply but may be considered for one of our other scholarship opportunities created specifically for Graduate Students.
- This scholarship is awarded biannually, the deadlines to submit applications are: February 15th and August 15th
- Organization scholarships offered by G.E.M. Environmental NFP are designed to help students pay for classes, continue their education on to the next level, fund educational programs, purchase books, or pay down accumulated student loan debt.
- Scholarship information, deadlines, and application forms for download will be posted on the company web site with a running list of scholarship recipients. <https://www.gemenvironmental.org/scholarship.html>
- The student must have been or currently is enrolled in a S.T.E.M. related program offered by an accredited trade school, community college, or university; be able to furnish transcripts for the school of which they were, or currently are enrolled; be considered "In Good Standing" with that school; have a GPA above 2.5; must be over the age of 18 or have signed permission by a legal guardian; and show cognitive retention of subject material in their respective fields via a submission essay.
- To be considered complete, applications must contain all required supplementary documentation to be eligible for review by the Scholarship Committee, this includes the Letter of Recommendation. **The Letter of Recommendation must be submitted directly to the Director of Scholarship by the faculty member, professor, or academic advisor providing the recommendation.** As a part of the review process, the Director of Scholarship will contact the faculty member/ advisor to ensure the documents authenticity and validate the student's enrollment credentials. Letters of Recommendation can be sent to the Director of Scholarship at scholarships@gemenvironmental.org.
- If the applicant has provided all the required documentation listed on the scholarship application and complies with the requirements listed in the previous paragraphs, the essay will then be evaluated by the funding committee following the application deadline.
 - The required submission essay shall be a one to three-page statement **explaining how the individual would use the funds** to cultivate their academic goals, research, plan for continuing their education, or potential career.
 - **Submission essays are not to contain the applicants name, their family members names, or any other identifying information that can be used to give a committee member selection bias.**
 - For the purpose of anonymity and to remove selection bias
 - Reasoning explained in a following paragraph.
- Submissions will only be accepted if written as a concise, formal letter addressing the GEM Environmental Scholarship Committee. Acceptable Submission Essays shall include an opening statement, a cohesive body, a closing statement with formal request, and a salutation.

- The number of awards will be determined by the amount of annual scholarship funding; scholarship amounts will be determined by the previous year's donations receipts and contract revenue. As many awards will be granted at each award interval as funding will allow, if each interval can be funded. Funds will be distributed at pre-determined funding intervals to as many applicants as possible. The funding level for this particular scholarship has been set at \$500.
- A volunteer committee will be assembled to read and provide input on submission essays. The committee will review and vote to approve essays based purely on their structure, grammar, content, and relevance to the subject matter
 - ethnicity, race, gender, sexual orientation, political affiliation, and monetary needs will not be evaluated and will have no effect in the acceptance of any one individual. Scholarships are awarded purely on the applicant's enrollment in STEM programs and their desire to contribute to their field.
- The selection committee will be made up of three organization officers or directors and four additional volunteers. The organization will require that two of the volunteers hold at least a bachelor's degree in a Science, Technology, Engineering, or Mathematics related field and be willing to spend the adequate time necessary to thoroughly evaluate all applications they receive. Before the applications are passed on to the committee, an organization officer or director not serving on the committee will evaluate the application for minimum qualifications. Once an application is determined to qualify, a second non-committee director, officer, or volunteer will remove the applicants original identifying cover page and assign each application essay a nondescript cover page with four-digit number to be used by the committee for reference and voting purposes only. Applications essays will then be passed on to the committee, who will evaluate and grade essays using a 1-10 scale questionnaire regarding grammar, structure, substance, and relevance to the applicant's field of study. Approved applications will be voted on by all committee members and need at least a five-sevenths vote (5 of 7 members) to receive funding. Upon completion of voting, the second non-committee director or officer will re-match the four-digit number back to their respective application and announce which applicants will receive funding.
- A call for volunteers to serve as committee members will take place 1 month before the scholarship application deadline. If volunteer roles are not filled by the application deadline, absentee volunteer tasks and roles will be absorbed by officers/ directors and applications will require at least a simple majority to be approved for funding depending on the number of committee members present.
- Relatives of organizational representatives and substantial contributors will be allowed to submit applications to the scholarship program. To ensure an unbiased selection from the pool of applicants, the organization has implemented a strategy to remove selection bias of voting committee members by masking applications and removing identifying personal information by using a nondescript numbering system. This numbering system will also help to eliminate selection bias based on race, ethnicity, gender, sexual orientation, financial standing, or political affiliation.
 - Family members, teachers, and those with close relations of applicants are not allowed to serve as scholarship committee members. Individuals that violate this policy may be subject to removal from the organization and/or legal ramification.
- Once an application has been determined to meet minimum qualification requirements and the application has been approved by a committee vote, the applicant will have passed all necessary requirements to be transferred funds; at which point, the individual will be held "in good faith" to use the money at their own discretion.
- **Before funds will be distributed, the recipient is required to submit a response to our online demographic survey.** Information from this short survey will be used for internal reporting and to evaluate our scholarship programs; however, we will not publicly release any personal

- information collected from the survey or the applications other than the recipient's name and school as provided in the initial application. Recipient names will be listed on the Scholarships Page of our Organizations' website. Our website will also depict unassociated demographic information that does not identify the individual recipients, only the demographics that our organization serves.
- Scholarship recipients will have the chance to submit a response to be included in our Organizations' blog, "Scholarship Success Spotlight," where we feature inspirational personal stories and the academic achievements of program participants on our website and across social media.
 - Make sure to enter a current mailing address, telephone number, and email on your application. If you are selected to receive an award, the award and check will be sent to the address listed on the application and correspondence will be initiated via the supplied email. **If we cannot reach you to verify your contact information, your award will be rescinded.**
 - The Organization reserves the right to amend these rules at any time and it is the applicant's responsibility to adhere to the any updates or changes in policy. The most current form of the scholarship rules and regulations will be available on the Organizations webpage for viewing and download.
 - Upon submitting an application, the applicant explicitly agrees to release the use of their name and likeness to the Organization for use with any future promotional material and they agree to waive the right to take legal action against G.E.M. Environmental NFP, its Directors, Officers, affiliates, employees, volunteers, contractors, or subsidiaries for the use of their name or likeness in any such Organization related business.
 - All program participants, voluntary or paid, are required to adhere to the Organizations Code of Conduct. Any violations of the policies governing the Organizations' ethics may result in award withdraw/ a rescinded award, and/or legal ramifications.

If you have any questions or concerns, please send your inquiry to:

Director of Scholarship

Scholarships@gemenvironmental.org