

Washington APCO Duncan Stewart Scholarship Fund Application Information

I. Goal

The Duncan Stewart Scholarship Fund's purpose is to enable dispatcher, call receiver, and first level supervision training for APCO members whose departments do not have resources to provide such education.

II. Who May Apply

Current members in good standing of Association of Public Safety Communications Officers, Washington State Chapter employed in a public safety communications facility as a first line supervisor, radio dispatcher, 911 call receiver or technical support position may apply.

III. Types of Awards and Application Deadlines

Washington APCO provides monetary awards on a reimbursement basis for a variety of training opportunities. Deadlines vary with the type of training award being sought:

- 1) Summer Training Conference scholarships are awarded to specific individuals prior to the conference. The application deadline is May 1st for that year's conference. This application deadline may be altered by the Executive Board to ensure the Scholarship Committee has sufficient time prior to the Conference to review applications and make awards.
- 2) Other training awards are made for training attended in the previous six months of the review date or for training anticipated in the six months following the review date. These scholarship applications will be reviewed on or about January 15th and August 15th of each year.

Funds are not divided between the two application cycles. If the entire amount allocated for scholarships for the year is expended on January applications, July applications will not be accepted.

IV. Application procedure

To apply for an award from the Duncan Stewart Scholarship Fund, the applicant must:

- 1) Fill out the Scholarship Fund Application in full, providing documentation where requested;
- 2) Obtain an authorization signature from the agency executive;
- 3) Submit the completed package to the Scholarship Committee prior to the funding deadline for the upcoming funding cycle. A list of the current committee is available on the Washington APCO web site (www.apcowa.org)

V. Application Review Procedure

The Scholarship Committee scores all applications using the following criteria:

Criteria	Scoring weight
1) Is application complete, including agency executive signature?	If no, ineligible
2) Is applicant member in good standing in Washington Chapter?	If no, ineligible
3) Is applicant employed in a public safety facility in one of the eligible positions?	If no, ineligible
4) Is the training conducted in Washington State or is it a distance learning program?	If no, ineligible
5) Is the class requested a relevant APCO or CJTC sponsored or recognized class?	If yes, score 10 points. If no, score 0.
6) Is the class requested considered relevant by the agency executive/designee and does the request include supporting documentation?	If yes, score 5 points. If no, score 0.
7) Is the request covered by either item 5 or 6?	If not, ineligible.
8) Does applicant's agency receive state operational assistance, including training funds?	If yes, subtract 10 points. If no, score 0.

Applications are then ranked according to the final score.

VI. Communication and Disbursal of Award

All Scholarship Committee application approvals are recommendations to the Executive Committee. The Committee may recommend a partial award, at its option. When an award is recommended for approval, the Scholarship Committee Chair shall communicate the details to the Executive Committee. The Executive Committee may then accept the recommendation. The Secretary of the Chapter is responsible for communicating the Executive Committee's intent to the Treasurer and/or Conference Committee Chair.

VII. Use of Awards

All training awards are provided on a reimbursement basis. Applications may be submitted prior to attendance but submission does not guarantee approval. All awards are for registration and housing only. Awards for incidental expenses, meals, travel or other uses are not available.

Upon completion of the conference or course of which reimbursement is being requested, APCO requires a signed affidavit from the sponsoring agency executive verifying the level of participation by their employee. The affidavit should verify that the conference attendee participated in training during at least 75% of the offered training session time from any track, or the employee successfully completed the training course with a passing grade of C or better. The affidavit should be submitted along with a report detailing the attendee's experience and use of the training to the scholarship committee. Reimbursement shall occur only after the successful completion of training in all cases.

VIII. Scholarship Committee

Mission

The Scholarship Committee is charged with the stewardship and growth of the Duncan Stewart Scholarship Fund. The Committee is responsible for building the fund to self-sufficiency, increasing the level of monetary awards as feasible, and recommending to the Executive Committee other actions to insure the health of the Scholarship Program.

Composition

The Scholarship Committee is comprised of such members of Washington APCO as are appointed by the Chapter President. Such members serve at the pleasure of the Chapter President. It is recommended that the Chair of the Committee be a current member of the Executive Committee by virtue of being a Chapter Officer.

Fiscal Responsibility

The Scholarship Committee has authority only to recommend expenditure and allocation to the Executive Committee. Once the books for the Summer Training Conference are closed out and the fiscal status is known, the Scholarship Committee and the Training Committee meet to prepare a joint recommendation to the Executive Committee. The recommendation will include a proposal for using a portion of the conference proceeds to support the scholarship fund and the Chapter's training interests.