

 South Carolina Chapter

International Association of Arson Investigators

**BENJI NORRIS MEMORIAL**

**FIRE INVESTIGATION SCHOLARSHIP PROGRAM**

**Policy and Procedures**

**SECTION 1 – ESTABLISHMENT AND ADMINISTRATION:**

Effective TBD, the Board of Directors of the SCIAAI establishes a Scholarship Program to provide financial assistance to the members of the Association for the purpose of higher education in the field of fire investigations. The Scholarship Program shall be administered by the same three member committee that administers the Benji Norris Memorial Fire Investigation Scholarship Program. The President shall appoint the Chairman of this committee who must be an active Board Member. The chairman of this committee shall be known as the Grant and Scholarship Coordinator who, in turn, shall appoint two additional active members to serve on the Grant Committee, with the approval of the Board of Directors.

This Grant and Scholarship Committee shall receive, review and recommend approval or disapproval of all scholarship applications to the full Board of Directors. All scholarship applications must receive a 2/3 majority approval (8 votes) of the entire Board of Directors of the SCIAAI. All decisions of the Board of Directors are final. Scholarships may be approved by the Board of Directors at any time during the calendar year. There will be no more than two scholarships awarded in any calendar year. Nothing within the establishment of this program requires the Board of Directors to consider any application. All scholarship applications are considered on a first come-first served basis.

All scholarships will be based on the scholarship funds available at the time of application. No single scholarship shall be awarded for more than one thousand dollars ($1000.00). The procedures, requirements, and guidelines of the grant program may be amended at any time upon approval of the majority of the SCIAAI Board of Directors. The Grant and Scholarship Coordinator shall submit a quarterly report to the SCIAAI Board of Directors who will review and disseminate the information to the general membership.

**SECTION 2 – FUNDING:**

The Treasurer of the SCIAAI shall establish and maintain a separate “Scholarship Program” bank account ledger. It shall be the responsibility of the SCIAAI Board of Directors to decide how much funds to allocate to and maintain in the Scholarship Program based on the overall financial condition of the Association. Funds may be transferred into the Scholarship Program account at any time upon approval of the majority of the Board of Directors. Funds for this Grant Program may come from membership dues, donations, grants, fund raising events or any other SCIAAI income as approved by the Board of Directors. **All members of the SCIAAI are encouraged to solicit funds from individual and corporate sponsors for the Scholarship Program.** The Treasurer shall keep the Grant and Scholarship Coordinator advised of the amount of available grant funds.

**SECTION 3 – ElGILIBILITY:**

All Active Members, in good standing, of the SCIAAI are eligible to request a scholarship from the Scholarship Program provided they have been an Active Member for a minimum of one (1) year. Scholarship applications may be made by an individual member, in good standing, of the SCIAAI. Only one (1) grant can be awarded to any individual within a one year period.

**SECTION 4 – USE OF SCHOLARSHIPS:**

Scholarships may be awarded for tuition assistance for higher education pertaining to some aspect of fire investigation, $1000.00 maximum.

**SECTION 5 – PROHIBITED USES OF Scholarships:**

Scholarships ***SHALL NOT*** be awarded for:

1. Meals/Per Diem
2. Lodging
3. Mileage
4. Transportation
5. Rewards
6. Buildings/Real Property
7. Vehicles
8. Uniforms/Clothing/Ballistic Vests
9. Weapons/Ammunition
10. Canines/Canine Supplies
11. Fire investigator certification fees
12. Membership dues for any organization or association
13. Any item, equipment or material that an employer is required by law or regulation to provide to its employees

**SECTION 6 – APPLICATION PROCEDURES AND REQUIREMENTS:**

All requests for scholarships shall be made on the official scholarship application and all required information shall be provided. Scholarship applications shall be submitted to the Grant and Scholarship Coordinator. Scholarship applications will be reviewed by the Grant and Scholarship Committee together, either in person, by telephone, or other electronic method. Recommendations shall be forwarded to the full SCIAAI Board of Directors for final approval. Scholarship checks shall be awarded within 15 days of final approval. No cash awards will be distributed.

**SECTION 7 – REQUIREMENTS OF SCHOLARSHIP RECIPIENTS:**

1. Individuals receiving a scholarship from the SCIAAI must expend scholarship funds within six (6) months of receiving it.
2. Recipients are responsible for using the funds only for what they are approved for as stated in the scholarship application.
3. Written documentation, to include all receipts, on the use of the scholarship funds must be maintained by the recipient and shall be submitted to the Grant and Scholarship Coordinator, upon expenditure of the funds.
4. All scholarship requests shall be made using the official scholarship application form with additional pages as needed.
5. All scholarship applications/requests expire six months after the date of submission regardless of any action taken or not taken by the SCIAAI. Any pending scholarship request would have to be resubmitted after expiration.
6. Documentation of specific requests shall be submitted along with the scholarship application.
7. The SCIAAI may audit any scholarship award at any time and the Recipient shall provide any requested documentation immediately upon request.
8. By acceptance of a scholarship from the SCIAAI, the Recipient agrees to all requirements of the SCIAAI with the understanding that failure to comply with these requirements will result in having to return all scholarship funds and any costs incurred by the SCIAAI to recover the such funds.

I. Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCIAAI Scholarship Program – Application NUMBER:**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dept/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Telephone Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **□** Office **□** Home **□** Cell

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. **TOTAL GRANT AMOUNT REQUESTED: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (max. $1000)**

**Remember: The better the *JUSTIFICATION & DOCUMENTATION FOR THE NEED* of the Grant, the better the chance of it being approved.**

III. Describe the proposed use of scholarship funds (Be Specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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V. **□** Attach all available and required documentation.

VI. **CERTIFICATION:** By applying for this SCIAAI scholarship I understand and agree to abide by all the requirements of the SCIAAI Scholarship Program and understand that if the scholarship is awarded and the requirements outlined are not followed, that I will be required to repay the entire amount of the scholarship to the SCIAAI plus any expenses incurred by the SCIAAI to recover these funds.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**