



New Jersey Environmental Health Association

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Paschal Nwako Scholarship Fund - Operating Guidelines

A. Establishment of the Committee

The Chair and members of the Scholarship Committee, as stated in the New Jersey Environmental Health Association By-Laws, shall be the Chair and members of Paschal Nwako Scholarship Fund Committee. The Committee shall meet as often as is necessary to conduct the business of the Committee. Meetings shall be held at times and locations convenient to all members after reasonable notice given by the Chair.

B. Duties of the Committee

1. On or before June 1st of each year that the scholarship is available, the Committee shall annually advertise the Paschal Nwako Scholarship to the students enrolled in the Rutgers Environmental and Public Health Course.
2. The Committee shall review all Paschal Nwako Scholarship applications during the current application time period. The application time period shall run from June 1st through July 31st of each year.
3. All applications must be complete and officially received or post-marked by July 31st to be considered for that year's Scholarship. An application is officially received by regular mail or hand delivery to a Scholarship Committee member. Any Scholarship Committee member may officially receive a scholarship application. The Committee Chair shall send written acknowledgment to each applicant once a scholarship application is officially received. An application not officially received by July 31st of each year may be denied without reviewing the substance of the application.
4. The Committee shall present all reviewed scholarship application(s) to Paschal Nwako or his designee for final approval.
5. The Scholarship recipient(s) will be announced and the scholarship(s) shall be presented to the recipient(s) at an Association Annual General Membership meeting by the Committee with Paschal Nwako or his designee.

C. Duties of the Applicant

1. The applicant must be a student currently enrolled in the Rutgers Environmental and Public Health Course.
2. The applicant must not be financially sponsored by any organization or employer for the Rutgers Environmental and Public Health Course.
3. The applicant must complete an official Paschal Nwako Scholarship Fund application in its entirety and officially submit it to the Scholarship Committee by the deadline of July 31st.
4. The applicant must provide a statement of need on a separate page from the application.
5. The completed application (including statement of need) must be mailed to NJEHA at its current mailing address, to the attention of The Paschal Nwako Scholarship.

D. Scholarship Funding

Paschal Nwako, or his designee, or his estate, shall provide \$500.00 to NJEHA for the scholarship award each year the scholarship is available. Alternate or additional fundraising efforts may be implemented by the scholarship committee as permitted by law. On or before May 15th of each year, Paschal Nwako, his designee or estate shall notify the Scholarship Committee of the scholarship availability for that year. The Scholarship Committee can award additional scholarship(s) if alternate or additional fundraising efforts were used to raise fund.