



Ceilings and Interior Systems  
Construction Association

## **CISCA Scholarship Presentation Program**

### **Revised 12/19**

#### **Establish time frame:**

- a. Open enrollment after **CISCA** Convention for the following year.
- b. Decide critical milestone for the evaluation process.
  - a. Manufacturer's Scholarship program review.
  - b. Time Frame of program. Determined promotional assistance with Manufacturer.
  - c. Manufacturer to announce candidate by January.
  - d. Executive Director and CISCA President will assist selection of candidate selection in February. CISCA reserves the right to revoke its participating in or association with the scholarship if the Manufacturer's selection or selection process creates the appearance of impropriety, discrimination or self-dealing that reflects negatively on CISCA.
  - e. CISCA President / Executive Director will participate in presentation at convention.
- c. This is a platform to honor scholarship receipts, not a commercial.

#### **Establish standardized "RULES" for all.**

- a. Must submit their application to the CISCA Scholarship committee. Sponsor may determine exact criteria of the scholarship, such as degree being sought, etc.
- b. Contact the CISCA office in advance with their intentions to present a scholarship.
- c. CISCA President and Executive Director are to be included in the selection process of the recipient and included in the presentation to the winner. The final decision on the recipient will be that of the sponsor.
- d. Scholarship presenter must supply CISCA with all contact information at the time of intention to present. CISCA scholarship committee should try and get them to commit a year out so we can promote the scholarships available for the next year during the presentations and also provide the applications to those interested.)
- e. Scholarship value must be clearly visible on the application.
- f. Open to all CISCA Members and their families who have been in good standing for a minimum of two years prior of presentation.
- g. Publish application on the website for all members to see. Include in other CISCA publications and mailing as appropriate.
- h. Inform CISCA of who will be presenting (Names) the scholarship (Number of People) 1 month prior to convention.
- i. Present CISCA with an outline of the presentation at least 1 month prior to convention.
- j. Inform CISCA if any equipment is needed for the presentation time, the type of media they will be using at least 1 month prior to convention.
- k. Submit Scholarship recipient bio to CISCA 1 month prior to convention.
- l. CISCA to have permission to access to all information for future publications.
- m. CISCA will not reimburse any monies for any Scholarship presenter or recipient nor will CISCA comp the event fee.
- n. No CISCA Board member or family member will be eligible to participate in this program during their term.
- o. Must agree to all CISCA rules, no exception