

# Norm Manly – YMTA Maritime Educational Scholarship



## Procedures

The Youth Maritime Training Association (YMTA) is a non-profit organization incorporated in the State of Washington and dedicated to serving the youth of Washington State by promoting the preparation of students in elementary, middle and high school for maritime careers. One of the ways the YMTA will achieve this goal is by providing financial assistance for students seeking to be educated for a maritime career. In furtherance of this commitment, the Board of Directors decreed that an educational scholarship fund (Scholarship Fund) be established as set forth below for the purpose of providing educational scholarships to eligible applicants. The Board declared "Norm Manly YMTA Maritime Educational Scholarship" as the official name for the YMTA Scholarship.

### I. Scholarship Fund

The funds for the Norm Manly YMTA Maritime Educational Scholarship (YMTA Scholarship) shall be solicited from the community as tax deductible charitable contributions. In the fall YMTA Board of Directors will approve the amount of financial assistance to be set aside for that year's Scholarship Fund. Once established, the Scholarship Fund will be held in the YMTA general account.

### II. Scholarship Committee

The Board of Directors shall form a committee known as the Youth Maritime Training Association's Scholarship Committee ("Scholarship Committee") as follows.

- The Scholarship Committee shall be initially comprised of one current member of the Board of Directors and at least two other individuals to be selected from the YMTA membership. The initial members of the Scholarship Committee shall be approved by the Board of Directors. In future years, the Scholarship Committee shall recommend candidates to the Board of Directors for the replacement of any member of the Scholarship Committee whose term is expiring. The Board of Directors may accept or reject the recommendations(s) of the Scholarship Committee at its sole discretion.
- Each Scholarship Committee member shall serve a term of three (3) years, with the exception of the initial term for one current member of the Board of Directors, whose initial term shall be for two years only.

- This procedure will promote continuity and ensure that at least two members of the Scholarship Committee, including a current member of the Board of Directors, will be familiar with the eligibility and recommendation processes. The number of Scholarship Committee members may be increased or decreased by agreement of the Scholarship Committee according to need.
- The Scholarship Committee will attend one of the fall YMTA's Executive Board meeting (second Wednesday of the month) to:
  - Report on last year's scholarship awardees and their current status.
  - Establish the dollar amount of the current year's Scholarship Fund after a review of YMTA's financial status.
  - Recommend the dollar amount and number of individual YMTA Scholarships to be awarded. The recommendation may be accepted or rejected by the Board of Directors at its sole discretion.
  - Review the application procedures, establish the winter cut off date for submitting Scholarship Applications to the Committee and review the timing for awarding YMTA Scholarships
  - Announce the topic of this year's student project.
  - Establish a date in March-April of the following year to review the Scholarship Application forms submitted by students for YMTA Scholarships.
  - Establish a date and location in April-May of the following year where students applying for a YMTA Scholarship will present their projects to a panel of judges.
- The Scholarship Committee will archive all scholarship applications and the judges scores in the YMTA official files.

### **III. Eligibility**

Eligibility for the YMTA Scholarships shall be contingent on satisfying the following criteria:

- Applicants must have attended one of YMTA's supported educational programs for a minimum of one semester or one quarter, or be a current member of a Sea Scout ship for a minimum of six months at the time they submit their application.
- Applicants must be under the age of 21 at the time they submit their application.
- Applicants must be enrolled as a senior in a high school in the State of Washington.
- Applicants must maintain a 2.5 (C+ ) grade point average during their high school years or submit an additional letter of recommendation from a second teacher (see Procedures below).

- Relatives of YMTA Executive, Honorary and Advisory Board members are not eligible for YMTA Scholarships.

#### **IV. Application Procedures**

There are two parts to the application process, student application and education project, to the Scholarship process and two deadlines. YMTA Scholarships will be awarded to students based on their application and project rather than financial need.

##### **Part 1: Scholarship Application**

- Applicants must submit a complete YMTA Scholarship Application form to the Chair of the YMTA Scholarship Committee by the deadline. Scholarship application forms and information will be posted on the YMTA website.
- Applicants must request and submit a letter of support from one teacher in a YMTA supported program and one from a member of the maritime community. Sea Scout applicants must request and submit a letter of support from one of their high school teachers and one member of the maritime community, preferably from an adult associated with their Sea Scout ship. If the applicant's high school GPA is less than 2.5, she/he must submit an additional letter from a second teacher.
- Applicants must demonstrate the relationship of their proposed course of study to a maritime career in a report of five hundred (500) words or less that shall be submitted with the scholarship application form.

##### **Part 2: Scholarship Project**

Applications will be reviewed by the YMTA Scholarship Committee. The Committee will select the best applications to be invited to continue to prepare and present a project on a topic selected by the Committee. Applicants will be notified 3 to 4 weeks prior to project presentation date. The Committee will prepare and provide a list of questions to the applicants to explore in preparing their presentation.

Student presentations will be evaluated and ranked in two categories, Project Content and Presentation:

- **Project Content** will be judged for:
  - On topic
  - Accuracy of information
  - List of references and resources cited
- **Presentation** will be judged for:
  - Knowledge of topic
  - Professionalism
  - Enthusiasm

## Presentation judges

Presentation judges will be selected from YMTA membership or volunteers from the local maritime community. Teachers in YMTA sponsored programs are not eligible. Once selected, judges will receive instruction and guidelines for judging student projects from the Scholarship Committee.

- **Project Content** will be judged and awarded points (up to 100 total points) for:
  - On topic – 25 points possible. Does the student’s project relate to the current year’s topic?
  - Accuracy of information – 50 points possible. Does the student back up objective information with facts and provide arguments for subjective information?
  - List of references and resources – 25 points possible. Does the student provide an accurate and easy to use listing of references and resources used in developing his/her project?
  
- **Presentation** will be judged and awarded points (up to 100 total points) for:
  - Knowledge of topic – 50 points. Objective information (facts) presented – 25 points; subjective information (student conclusions) presented -- 25 points.
  - Professionalism – 30 points. Quality of PowerPoint or visual presentation – 20 points; business dress and appearance – 10 points.
  - Enthusiasm – 20 points. Student’s enthusiasm during presentation – 10 points; student’s involvement of judges during presentation - 10 points.

## Presentations of Scholarship Award Winners

Decisions of Presentation Judges will be final. Winners will be announced at the completion of the judges’ deliberations. Winners of YMTA Scholarships will be invited to and recognized at the Seattle Propeller Club’s June luncheon.

## V. Scholarship Awards

The number of YMTA Scholarships to be awarded annually and the amount of funds to be awarded shall be determined at a fall meeting of the YMTA’s Board of Directors meeting (second Wednesday). The following limitations shall apply to awards of YMTA Scholarships.

- YMTA Scholarships are to be awarded on an annual basis only.

- YMTA Scholarships shall not be used for purposes other than for education. Educational institutions to be attended may include secondary schools, community colleges, technical and vocational programs, colleges, universities or any other educational institution that, in the sole discretion of the Board of Directors, is consistent with the underlying purpose of the awards.
- Awards shall be paid directly to the educational institution as directed by the recipient, except in exceptional circumstances.
- Failure to attend the educational institution during the calendar year in which the YMTA Scholarship was awarded shall result in forfeiture of the Scholarship unless the recipient applies for an extension to the Board of Directors and shows good cause for the extension.
- If the educational institution to be attended is not a maritime institution, an applicant may submit a curriculum and/or demonstrates how he or she intends to use the education to pursue a maritime career. The Scholarship Committee has discretion to decide whether the applicant is eligible for scholarship consideration.