

# ASQ STATISTICS DIVISION OPERATING MANUAL

## FTC Student Grant Awards Chair Job Description

### **Title**

FTC Student Grant Awards Chair

### **Purpose**

To administer the student grants for the Fall Technical Conference.

### **Term of Office**

The initial term of office is one year. There is no limit to the total number of years one could hold the position.

### **Responsibilities**

- Develop notices for the scholarship and send to the appropriate organizations for publication.
- Obtain a draft copy of the FTC brochure to send to students.
- Receive all applications for the scholarship. Disseminate this information to the Awards Committee for review. Hold a conference call with the committee to determine the recipients.
- Notify all applicants of their acceptance or rejection of the scholarship.
- Work with the local conference chair to determine how the billing for hotel rooms should be handled. Either by master bill or a separate account to be paid directly by the Statistics Division.
- Contact the hotel to make sure rooms are reserved for the recipients providing the appropriate information for hotel registration.
- Request a check from the Division Treasurer for the student's registration. Have the Division Treasurer mail this along with registration forms to the FTC registrar.
- Have the Division Treasurer prepare checks in the amount of \$50 (to cover meals) for each of the awardees to be given to them at the FTC.
- Invite the awardees to attend the Division Council meeting or arrange to meet them during the conference.
- Provide introductions to other conference attendees as requested by the awardees.
- Provide a list of the awardees to the Division Chair so that they can be announced at the Youden Address session.
- Provide information to the Division Awards Chair as required.
- Participate as a member of the awards committee.
- At the end of term, update the job description and send information to the Chair Elect.

### **Additional Activities** (Desirable, not Mandatory)

- Attend Division Council Meetings and planning meetings at the Annual Quality Congress and Fall Technical Conference each year.

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### Qualifications

- Must be a member of the Statistics Division.
- Must be able to commit time and resources to carry out the duties as described above.

### Resources Available

- Awards Committee Chair.
- Sample announcements, rejection and acceptance letters.

### Checklist/Timetable

- By April 1, send notices of the scholarship availability (Attachment 1) to at least the following:
  - On Q
  - AMSTAT News
  - Statistics Division Newsletter editor
  - Statistics Division web master
  - Chemical and Process Industries Division Newsletter
  - ASA SPES/Q&P Newsletter
  - Faculty at colleges and universities near the conference location
  - Faculty at other universities via e-mail
- By September 1, decide on recipients and send out letters of acceptance and rejection (Attachment 2 and 3). Copy the Division Council and faculty members who provided letters of support.
- By September 1, notify the local conference chair that the scholarships have been awarded, giving the names of the awardees, and asking him/her to contact the hotel to set up a master account to which the rooms of the awardees can be billed and paid for by the Statistics Division.
- By September 1, after obtaining the name from the local conference chair, contact the hotel conference chair and verify that rooms have been reserved for the attendees.
- By September 1, send the name and addresses of the awardees to the Division Treasurer, requesting that he/she send the registration fee and form to the local conference treasurer and prepare checks in the amount of \$50 (to cover meals) for each of the awardees to receive upon their arrival at the conference.
- At FTC, provide Statistics Division Chair with the names of the awardees to be announced at the Youden Memorial Address.

### Election/Appointment/Renewal Mechanism

Appointed by the Statistics Division Awards Chair with the consensus of the Division Officers.

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**Appendix A**

**Sample Announcement**

**Fall Technical Conference Scholarships**

The Statistics Division of the American Society for Quality offers up to 5 grants to cover the cost of registration, meals (up to \$50) and lodging for students who wish to attend the Fall Technical Conference (FTC). The FTC is sponsored jointly with the ASQ's Chemical and Process Industries Division and the Section on Physical and Engineering Sciences of the American Statistical Association. This year's FTC will be held at the xxx Hotel, Thursday and Friday, October xx and xx in City, State.

Grants are available for currently enrolled undergraduate and graduate students of statistics and quality management. Travel costs are not covered. Recipients may be asked to serve as room monitors for a session at the conference and will be required to write a brief article about their conference experience for the Statistics Division Newsletter.

Applicants should send a letter of interest, together with a letter of recommendation from a major professor by August 1 to:

FTC Student Grant Awards Chair  
Name and address

Notifications will be mailed by September 1.

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**Appendix B**

**Sample FTC Student Grant Acceptance Letter**

Name and Address of Student

Dear Student,

On behalf of the ASQ Statistics Division, I would like to offer you a grant to attend the Fall Technical Conference in xxxcity on October xx and xx. This grant covers your expenses for registration, meals and lodging. You will be responsible for your own travel expenses and incidentals such as telephone calls.

Enclosed is a Fall Technical Conference brochure for your reference. A master account has been established at the xxxhotel for your lodging expenses and a reservation will be made in your name for October xx and xx (the Wednesday night and Thursday night of the conference). We will handle your registration for the conference. You will receive a \$50.00 check at the conference to cover your meal expenses. Lunch is included with the conference registration. You may be asked to serve as a room monitor for the conference. (Include the name of the person who will be contacting them if this is the case).

The Statistics Division will be holding a council meeting from 7:00-9:00pm on October xx. If you are available, please drop by towards the end of the meeting and introduce yourself.

Please contact me at phone number or e-mail address as soon as possible and indicate your acceptance of the grant.

Sincerely,

cc: Division Officers  
Faculty member who sent support letter

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**Appendix C**

**Sample FTC Student Grant Rejection Letter**

Student Name and Address

Dear Student,

On behalf of the ASQ Statistics Division, I would like to thank you for your interest in receiving a Fall Technical Conference student grant. I regret to inform you, however, that we are unable to offer you a grant to this year's FTC.

Each applicant was well qualified and expressed a genuine interest in statistical methods and quality & productivity improvement. The Awards Committee had a difficult time choosing which applicants to offer grants to.

I hope you will continue your interest in the Fall Technical Conference. Next year's conference will be held in xxxcity. We expect to offer student grants to this conference as well.

Again, thank you for your interest. We hope to see you at a future FTC.

Sincerely,

cc: Division Officers  
Faculty member who wrote support letter