

Northwest Washington American Planning Association Student Scholarship Opportunity 2018-2019

Name: “Northwest Section APA Washington (NWAPA) Student Scholarship”

Purpose: To provide financial support for a Western Washington University (WWU) student who is actively enrolled in the WWU Huxley undergraduate level planning program.

Award: The NWAPA Scholarship is **\$500**, will be awarded via check directly to the student, and may be used towards tuition, purchase of books or other related educational materials, research-related expenses, conference registration and associated travel expenses, or to otherwise further the student’s education in the planning field.

Timing: In general, the annual scholarship cycle will consist of the following steps and timeframes:

- **June 1:** Ad Hoc Scholarship Committee appointed by NW Section Board
- **June 1 – June 15:** Committee outreach and notification of scholarship availability, as well as scholarship application to WWU faculty and students and conduct interviews;
- **August 15:** Scholarship applications due to Northwest Section
- **September 1 – 15:** Committee interviews of top 3 candidates
- **September 15:** Scholarship Committee recommendation for scholarship recipient provided to NW Section Board President;
- **September 15 - 20** – Announcement of scholarship award and presentation to WWU student by NW Section Board of Directors

Selection Criteria: The selection of a NWAPA Student Scholarship recipient will be based on:

- ✓ Meeting all of the minimum eligibility criteria listed on the next page;
- ✓ On-time submittal and completeness of all application materials;
- ✓ The quality and thoroughness of responses to questions on the application;
- ✓ Demonstrated ability to communicate effectively in writing; and
- ✓ The applicant’s performance through the interview process.

Scholarship Application Criteria

The following minimum criteria have been established as eligibility requirements to apply for the NWAPA Student Scholarship. The Northwest Section understands that there may be extenuating circumstances preventing a potential applicant from meeting these criteria and will provide an opportunity for applicants who do not meet the minimum criteria to supply additional information as to why they should be considered for the scholarship. The Northwest Section will review the additional information provided to determine if an applicant who does not meet the minimum criteria should be provided an opportunity to compete for the scholarship.

Fill-out the NWAPA Student Scholarship application with minimum criteria including:

- Applicant's full legal name
- WWU Student Identification Number
- Email address for Scholarship Committee to reach you in summer months
- Telephone number for Scholarship Committee to reach you in summer months
- Permanent or local mailing address
- A list of prior colleges and/or universities attended by the applicant
- WWU Academic Major and Minor and Credit Status as Junior or Senior in 2018-2019
- WWU Cumulative GPA; Minimum requirement 3.0 or higher
- Expected graduation date
- Stated intent to work as a Planner post-graduation and desired Planning specialty
- Two signed letters of reference
- Applicant's signature acknowledging familiarity with American Institute of Certified Planners (AICP) Code of Ethics
- Additional relevant information about the applicant including volunteer or work activities, educational history and goals, and other information relevant to the applicants planning experience and interests.
- Provide a one-page statement of interest outlining the applicant's interest in the planning field including their thoughts on importance the planning profession and what they would like to accomplish as a professional planner.
- If needed, a brief statement explaining which of the minimum criteria the applicant does not meet along with supporting information as to why the applicant should be considered eligible for the scholarship in light of not meeting the minimal criteria.

Additional Selection Information

The Northwest Section will also consider the following in awarding the NWAPA Student Scholarship:

- Members of an underrepresented population
- First generation college/college bound students
- Those that have served our country in a military or related capacity

Selection Committee: All NWAPA Student Scholarship applications will be evaluated by the Ad Hoc Scholarship Committee, which will be comprised of five persons, generally as follows:

- Two (2) elected members of the Northwest Section Board
- One (1) appointed member of the Northwest Section Board representing WWU faculty
- One (1) appointed member of the Northwest Section Board representing WWU students
- One (1) independent professional in a career with an emphasis in planning

Selection Process: The Scholarship Committee will review all applications, meet and discuss each qualified applicant, and select no more than three candidates to interview. Based on strength of application and interview performance, a simple majority vote of the Scholarship Committee will establish the official recommendation for scholarship award to the current NW Section President.

NWAPA Student Scholarship Application Resources:

Washington Chapter of the American Planning Association (APA)

<http://www.washington-apa.org/>

Northwest Section of APA Washington

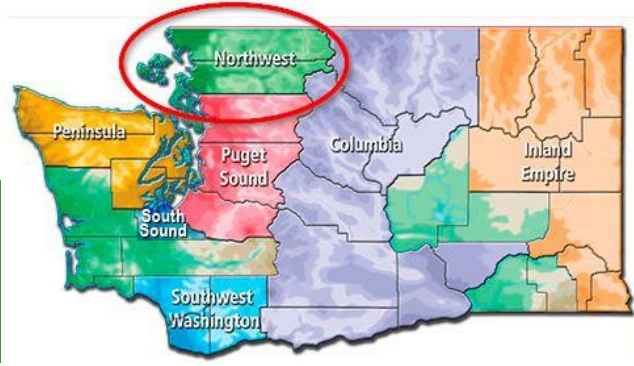
<http://www.washington-apa.org/northwest-section>

American Institute of Certified Planners (AICP)

<https://www.planning.org/aicp/>

AICP Code of Ethics and Professional Conduct

<https://www.planning.org/ethics/ethicscode/>



Northwest Washington American Planning Association Student Scholarship Application Form 2018-2019

APPLICANT INFORMATION *(Hand-written responses must be legible or will be considered incomplete)*

Full Legal Name: _____

Area Code + Telephone Number: _____

Email Address: _____

Mailing Address: _____

WWU Student Identification Number: _____

WWU Academic Major: _____

WWU Academic Minor: _____

Credits earned as of Fall Quarter 2018: _____ Junior: _____ Senior: _____

List Any Other Colleges or Universities Attended Prior to WWU

Cumulative GPA as of Fall Quarter 2018: _____ Expected graduation date: _____

Do you intend to work in the field of Planning after graduation? _____

Planning specialty of particular interest? _____

With my signature below, I acknowledge that I have read and am familiar with the American Institute of Certified Planners (AICP) Code of Ethics and Professional Conduct.

Applicant's Signature: _____

Additional NWAPA Application Requirements

One Page Essay

Written communication is one of the most important skills that a Planner uses. Provide one full page statement of interest outlining the your interest in the planning field including your thoughts on the importance of the planning profession and what you would like to accomplish as a professional planner.

Additional relevant information

In one-half page or less, please tell us if you have been involved in volunteer or work activities, educational history and goals, and other information relevant to your planning experience and interests.

Option if Minimum Criteria Not Met

If needed, in one-half page or less, provide a brief statement explaining which of the minimum criteria you do not meet along with supporting information as to why you should be considered eligible for the scholarship in light of not meeting the required minimum criteria.

Letters of Reference

All applications must include two signed letters of reference from professors, planners, or employers or they will be considered incomplete.

How do I submit my application for the NWAPA Student Scholarship?

- Double check application for completeness;
- Provide adequate postage;
- Mail with post-mark no later than August 15, 2018;

To the current NW Section President:

**Chris Comeau, AICP-CTP, Transportation Planner
Bellingham Public Works Engineering
104 W. Magnolia Street
Bellingham, WA 98225**