

# NASTT Municipal & Public Utility Scholarship Program Policy & Procedure

## 1. Eligibility

Scholarship applicants must be a full-time employee of one of the following organizational types located within the United States or Canada:

- “Municipal” - Defined as an incorporated or chartered governmental unit or local council authority providing infrastructure services, either urban or rural, to cities, towns, villages, townships, boroughs, counties, hamlets, regions, or districts.
- “Public Utility” - Defined as a business that furnishes an everyday necessity to the public at large providing water, electricity, natural gas, telephone service and other essentials. Utilities may be publicly or privately owned.
- “Other” - Defined as Federal government, including Military; State government; Provincial government; and Institutional organizations such universities, colleges, medical campus, or any special purpose facility maintaining infrastructure.

Individuals employed by governmental or public corporations via short term contractual arrangements are not eligible for this program. Should a scholarship recipient’s employment end or be terminated prior to commencement of NASTT’s No-Dig Show, then the scholarship shall be rescinded by NASTT with no transfer to an alternate attendee. NASTT reserves the right to define and determine eligibility of this program as well as cancel, modify or terminate any and all enrolments.

## 2. Review and Award

All applications shall be reviewed by a committee comprised of NASTT volunteers. All applications for this program must be submitted in the English language.

Applicants shall be judged on the following:

- Employment position and job title;
- Membership record with NASTT;
- Participation in current and past NASTT No-Dig Shows including the presentation of technical papers;
- Employee travel and training restrictions;
- Status of the employer’s trenchless technology Capital Budget; and
- Professional and personal reasons for attending NASTT’s No-Dig Show.

Care and confidentiality shall be exercised by NASTT to guarantee privacy protection for any and all personal information submitted.

Incomplete or indecipherable applications shall be rejected by NASTT. All information contained in the scholarship application must be complete, true and verifiable.

The Scholarship Selection Committee shall be comprised of five members of NASTT all appointed by the NASTT Chair. The Chair may also appoint himself/herself to the Committee as one of the five members. The Committee shall be responsible to review the scholarship applications and provide candidate ratings per the Board of Directors approved guideline criteria. Previous recipients of this scholarship shall be ranked lower in priority than first time applicants.

### **3. Terms & Conditions for Acceptance**

Notices of award shall be by email. If a scholarship is awarded, applicants must respond and confirm their acceptance by the deadline date as set by NASTT in the email notice. If the applicant does not respond to NASTT's scholarship offer by the date outlined in the email offer, the scholarship shall be rescinded without appeal.

Scholarships are non-transferable and have no redeemable cash value.

All recipients of this scholarship program are responsible for their own travel arrangements and related costs to and from NASTT's No-Dig Show. NASTT is not responsible for any canceled flights or any other instance that impacts the scholarship recipient's attendance. Parking fees and incidental expenses are not included in this program and are the sole responsibility of the attendee(s).

Complimentary hotel accommodations shall not be awarded to applicants who live or are employed within 50 miles (80 kilometers) of NASTT's No-Dig Show facility.

NASTT does not accept responsibility for the scholarship recipient(s) while onsite for NASTT's No-Dig Show or during travel periods to and from the event. The scholarship recipient(s) and their employer shall indemnify and hold harmless NASTT, and their affiliate agents, from and against any claim, demand, loss, expense, damage and any other liability or prejudice arising during or in connection with participation in this program.

Professional and ethical behavior is expected and required at all times while attending NASTT's No-Dig Show and NASTT reserves the right to rescind a scholarship at any time without appeal.

Immediate family members (defined as parents, children and siblings) of NASTT employees, members of the NASTT Board of Directors and NASTT contracted agents are not eligible for this scholarship program.

Last modification date: 6 August 2015

NASTT Board of Directors approval date: 7 August 2015 per E-vote 2015-03