



ASQ
 AMERICAN SOCIETY
 FOR QUALITY®

Revision History:

| Edition | Date submitted | Description | by | Approved & Date |
|---------|----------------|--|----|-----------------|
| 0 | 19Nov2004 | Initial SOP | bs | -- |
| 1 | 20Feb2009 | -Update form -Update essay-questions -Open sponsorship & add statement | bs | |
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ASQ, Youngstown – Warren (§0805),
Scholarship, SOP

SOP# ASQ0805-S1

Revision: #1

1.0 SCOPE:

Fulfilling our Mission, ASQ Section0805 awards a monetary scholarship to recognize and assist deserving students pursuing higher learning and continual contributions to Quality & ASQ. The award and its process is purged and recycled annually.

2.0 OBJECTIVES/ MILESTONES:

- Establish & Maintain a scholarship process & award
- Ally active members & students
- Evaluate, Select, & Recognize deserving students

3.0 ADMINISTRATION:

- ASQ0805 Scholarship Committee Chair
- The principal version of this document is electronic in medium and is recorded/controlled by the Section’s Secretary. Hardcopies, unless signed by the administrator(s) with an expiration-date, default to uncontrolled/reference only

4.0 REFERENCES:

- Proponent: ASQ, Youngstown-Warren, §0805, Charter & By-Laws
- formASQ0805-S1_A –Application Form
- formASQ0805-S1_N – Congratulatory Note
- formASQ0805-S1_M – Award Missive

5.0 ELIGIBILITY:

- Completed Application-form received by the deadline established by the ASQ0805 Board.
- Sponsored and recommended by an active member of ASQ Section #0805
- Attending or accepted to an accredited & formal institution of higher learning (such as a college, university, trade-school, etc).
- Self or Parent/Guardian paid tuition; not reimbursed or paid-in-full by an employer, benefactor, etc

6.0 PREFERENCES (Not mandates):

- A Son/Daughter of an active & participative section member (or the member him/herself). But, any person attending an accredited institution of higher learning and is sponsored & recommended by an active member may be considered.
- First-time awardees. But, repeat awards may be considered by the Board in the event of minimal applications received and/or substantial Treasurer’s reserves.
- Major field of study in the natural & classical sciences, engineerings, & technologies. But, all degrees/certifications for higher learning are considered.
- Undergraduates. But, Graduate-level studies and/or certifications are considered also.

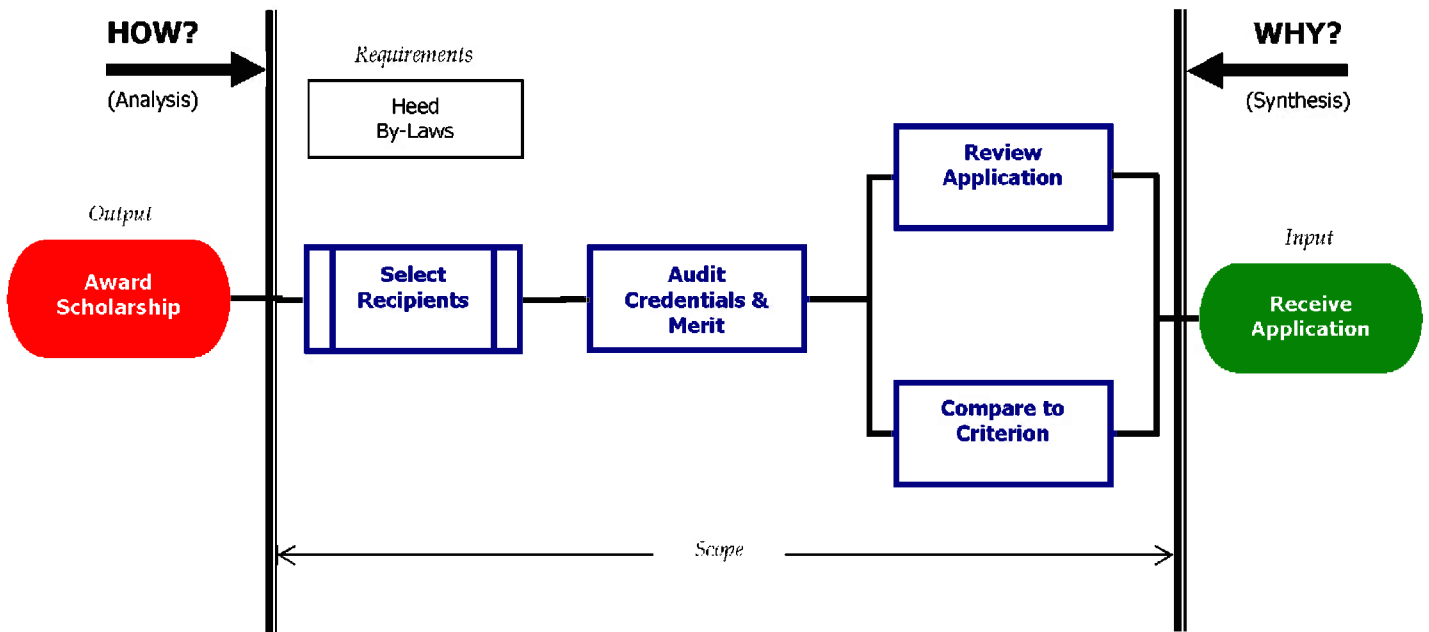




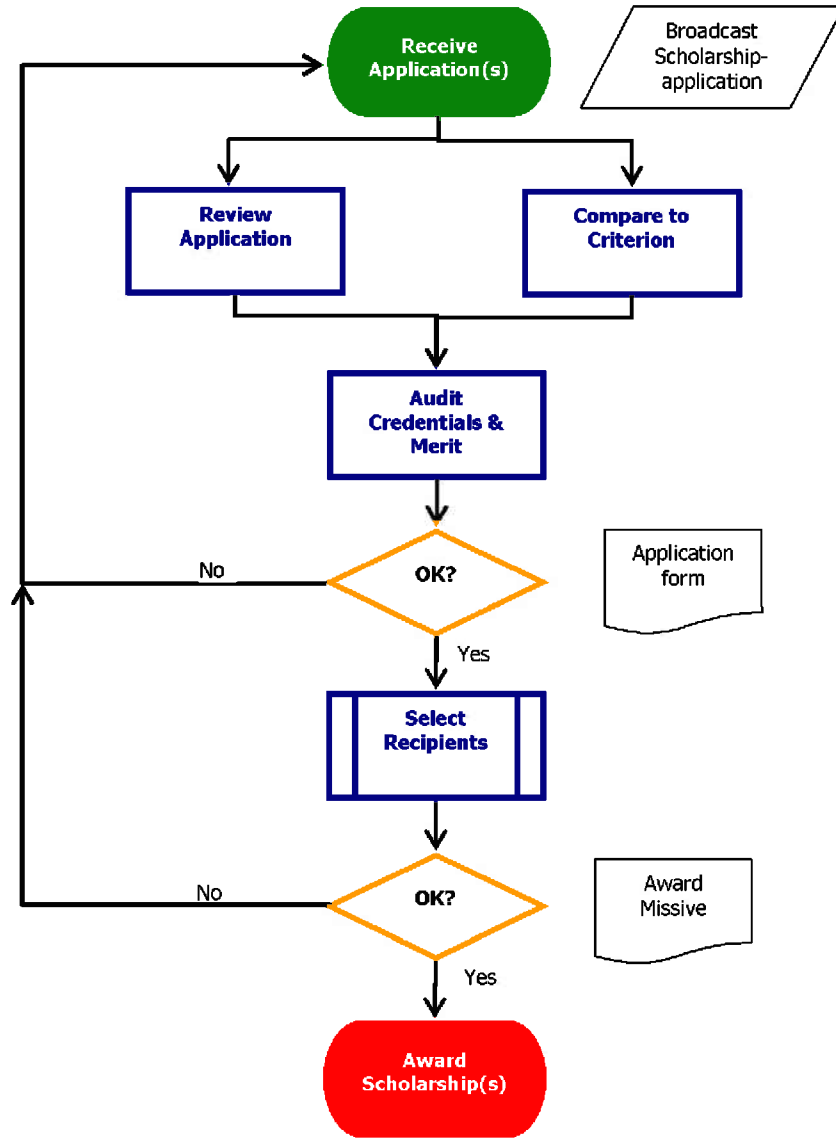
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7.0 ACTIONS & RELATIONSHIPS:

7.1 Value Engineering / Value Analysis (VE/VA) – Function Analysis System
 Technique (FAST) Map



7.2 Process Flow



Flow-symbol Legend:

- = Start ● = Finish
- ▭ = Preparation / Dwell
- ▭ = Action / Function
- ◆ = Checks & Balances; Inspect
- ┌└ = Document
- ▭ = Input / Output





8.0 SCHEDULES

| Scope ● ◐ ◑ ◒ | Measurable (or likeness) | Assigned | Requisites | Time-bound (thresholds) | 1 st Countermeasure |
|---|-------------------------------|-----------------------------|---|--|---|
| 0. Broadcast Application ◐ | -Newsletter & Website | Scholarship Committee Chair | -Submit statement & form to the Section's Secretary for inclusion & distribution via the Newsletter & website -Secretary & Webmaster broadcast application to membership -The scholarship process/award is purged and recycled annually | Done ≥ 8 weeks before Board Review (typically January or February) | Notify Board-chair. Control-changes; document actions & actions-taken |
| 1. Receive Application (completed) ● | -Application form (completed) | Scholarship Committee | -Receive completed applications from candidates (typically centralized to committee-chair) -Evidence receipt and deadline eligibility | Done ≥ 4 weeks before Board Review (typically 1 st week of Apr) | Notify Board-chair. Control-changes; document actions & actions-taken |
| 2a. Review Application ◑ and 2b. Compare to Criterion ◑ | -Application-form | Scholarship Committee | 0 th] Examine Qualifications & Credentials; correlate form to criterion for EACH application on its own merits (by itself): 1 st] Confirm Eligibility: +Meets Application receipt deadline +Attending/Accepted to Accredited School/College +Sponsored by Active ASQ0805 member (confirm via database) 2 nd] Examine Essays: +Sponsor's referral / recommendation statement +Assess applicant's definition v. ASQ's +Articulate & Clear Theme/Thesis +Sound Structure & Rationale +Proficient Grammar, etc 3 rd] Consider Preferences a. Sponsor's Son/Daughter b. Not a past recipient; potential first-time awardee c. Natural Science, Engineering, Technology Degree d. Undergraduate 4 th] Acknowledge Volunteerism &/or Community-involvement 5 th] Acknowledge current, overall GPA +If no college, final High School GPA is acceptable. | Done ≥ 2 weeks before Board Review (traditionally mid-April) | Notify Chair. Control-changes; document actions & actions-taken |
| 3. Audit Credentials & Merit ◑ | -Application form | Scholarship Committee Chair | -Reaffirm, or Refute hereof operations for each application -Categorize & Rank/Rate Applications (ie, merit as a whole) -Deliberate & Recommend Candidates | Done ≥ 1 week before Board Review (traditionally latter April) | |





(cont'd)

| Scope ● ◐ ◑ ◒ ◓ | Measurable (or likeness) | Assigned | Requisites | Time-bound (thresholds) | 1 st Countermeasure |
|---------------------------|--|-----------------------------|--|--|---|
| 4. OK? ◓ | -Application form | Scholarship Committee Chair | -Recommend Candidates (& their application-packet) -Submit Main-motion to Board | Done \geq 1 week before Board Review (traditionally latter April) | Recycle & re-process; notify Board-chair. Control-changes; document actions & actions-taken |
| 5. Select Recipients ◑ | -Board minutes -Award Missive sign-offs | Board (Quorum present) | -Read & Deliberate Motion -Resolve monetary-amount per Treasurer's reserve (single, one-time, disbursement of typically \$250.00 for each award) -Vote per By-Laws (majority in the affirmative), Resolve & Select \leq four (4) Recipients | Preceding Board meeting before Award (traditionally latter April) | Initiate Preventive/ Corrective Action Request & Report (P/CARR) per By-Laws. |
| 6. OK? ◒ | -Award-Missive sign-offs | Board Chair | -Endorse hereof operation(s) -Complete & Sign-off Award-missive(s) | Prior to Award Presentation (traditionally latter April) | Recycle & Re-process. Initiate Preventive/ Corrective Action (P/CARR) per By-Laws. |
| 7. Award Scholarship ◐ | -Congrats note -Award Missive -Check | Scholarship Committee Chair | -Submit congratulatory note(s) -Confirm ability to attend presentation-meeting +traditionally it is a dinner-meeting; complimentary meals are extended for the recipient + 1 guest -Present Award-missive(s) -Affirm College / School and Point-of-Contact for disbursement; Contact School & Affirm their preferred method for disbursement & student identification. -Disburse monies via Treasurer | At Award-meeting (traditionally May) Done \leq 4 weeks after Award-meeting | Notify Board-chair. Control-changes; document actions & actions-taken |

/bs





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Sample forms:

**THE AMERICAN SOCIETY FOR QUALITY
 YOUNGSTOWN – WARREN SECTION #0805**
 SCHOLARSHIP APPLICATION FORM

ASQ
 YOUNGSTOWN – WARREN SECTION #0805

Street Address: _____ City, State, Zip: _____ Ext: (optional): _____

Attention/Department/Addressed to (school/college): _____

Degree / Major field of Study: _____ Current Overall GPA: _____ Starting: Undergraduate Graduate Hours earned: _____ Have you earned the degree you entered? Yes No

EPONSOR: _____ Relationship: _____

Active Member's Name & Member Number: _____

Sponsor's statement: Acknowledging the Applicant: Enclosure

Where is your definition of Quality? Enclosure

How will you, or others, incorporate Quality into your "daily" or "long-term" routine? Enclosure

Use any enclosures and/or folders that enclose them from your envelope

Send your completed Application (and enclosures) to the ASQ/ASQY Scholarship Department (Chair) at: asq@asq.org

Form Enclosures are made by ASQ/ASQY: _____

Received: _____ Date: _____

Reviewed: _____

Approved: ASQ #ASQ0805-S1 _____

Noted to: Board _____

form ASQ0805-S1 Rev/1/06

**THE AMERICAN SOCIETY FOR QUALITY
 YOUNGSTOWN – WARREN SECTION #0805**

ASQ
 YOUNGSTOWN – WARREN SECTION #0805

Issue Date: 09th May 2008 **-SAMPLE-**

Subject: ASQ Y-W makes Scholarship 2008 Award, Recognition/mission

Dear Ms. Brown

Supplementary to my telephone conversation with your Mom & Dad (Bob) on 09May2008, early 1, on behalf of the ASQ/ASQY Membership and Board, congratulate you on being selected as a recipient of this year's ASQ/ASQY system scholarship.

Ceremoniously, we request your presence to accept the award at this Thursday's (19May2008) joint ASQ/ASQY meeting at Warren's Caf-425 - 947 pm (see enclosure, or visit our website www.asq.org, "Newsletters" tab). A complimentary meal awaits you and one guest of your choice.

Please contact me if you should have any questions/comments.

Best Wishes on Finals...

Respectfully
 me

Brian Shier - ASQ USA
 ASQ, Youngstown-Warren, Section主席
 Tel: 419-962-3300
 bshier@asq.org

**THE AMERICAN SOCIETY FOR QUALITY
 YOUNGSTOWN – WARREN SECTION #0805**

ASQ
 YOUNGSTOWN – WARREN SECTION #0805

Issue Date: 14th May 2008 **-SAMPLE-**

Subject: ASQ Y-W makes Scholarship 2008 Award, Recognition/mission

Congratulations!!

Satisfying its criterion and demonstrating your high regard to the theories and practices of the Quality discipline, the Youngstown-Warren Section #0805 of the American Society for Quality awards this year's scholarships to:

Ms. Laura Shader

&

Mr. Derek Allen

Fulfilling our Mission, may our Section's reward help realize your professional development, subsequent career, and continual contributions to Quality & ASQ.

Mission Statement:
 The Youngstown-Warren Section helps promote performance excellence in individuals and organizations in northeast Ohio and western Pennsylvania. We accomplish this by providing resources for information, training, and knowledge exchange in quality principles, leadership, methods, and technologies.

Honorable, for the Board and Membership

Chairpersons _____

Scholarship Committee _____

"It is only in our deepest efforts that we are usually successful." - Aristotle S. Strickland

If you, (recipient or official proxy of either the Section's Treasurer will submit your scholarship monies to the awarded school.

