

# American Subcontractors Association, Inc.

## Brianna Wright Memorial Scholarship Fund

### Guidelines & Application

#### I. Objective of the Scholarship Fund

The ASA Brianna Wright Memorial Scholarship Fund was established to assist chapters of the American Subcontractors Association (ASA) that have limited financial resources or have not yet prioritized participation in national meetings. The goal is to enable these chapters to send representatives to ASA's annual national conference, SUBExcel. By attending, recipients are expected to recognize and share the value of national involvement, encouraging their chapters to plan and budget for future participation. Ultimately, the program aspires to ensure that all ASA chapters are represented at national gatherings.

#### II. Funding Sources

The scholarship is financed through donations collected during the SUBExcel registration process, annual scholarship invoices, and other fundraising efforts. Additional fundraising may take place at ASA meetings, per the ASA Board of Directors' authorization from June 2020.

#### III. Scholarship Awards and Guidelines

1. Applications for the scholarship are evaluated by a working group comprised of the Chair and Immediate Past Chair of the Executive Directors' Council and other Executive Directors.
2. To maintain impartiality, applicants or representatives from the applicant's chapter may not serve on the working group for the specific event to which they are applying. All decisions made by the working group are final.
3. All applicants will be notified of their status—whether selected or not—no later than 45 days prior to the start of the event.
4. Scholarships are limited by the available funds in the account and may be full or partial depending on the applicant's need and history.
5. Eligibility is restricted to Executive Directors, Officers, and chapter-board recommended members, all of whom must be seeking funds to attend SUBExcel.
6. Each individual may receive only one full scholarship—or two partial scholarships—within a 10-year period.
7. A full scholarship covers registration, airfare, and hotel expenses, while partial scholarships may support specific cost areas such as registration or travel.
8. Prioritizing Applicants:
  - a. New Executive Directors - who have been in their role for less than one year and who have not previously attended SUBExcel.
  - b. Executive Directors – will be considered before officers or chapter-board recommended members.
  - c. First Time Participants - granted to individuals attending the event for the first time
  - d. First Time Scholarship Applicants - those applying for the scholarship for the first time
  - e. Financial Need – those who are unable to attend without financial assistance
9. To further assess chapter need, a copy of the most recent Chapter Annual Self-Evaluation and a current balance sheet must be submitted with the application. Chapters that score lower on their evaluations or demonstrate financial hardship will receive stronger consideration, though these factors are not considered when the applicant is a first-time Executive Director.

#### IV. Travel, Lodging, and Reimbursement Policies

1. Travel expenses will be reimbursed based on certain criteria. Airfare or train tickets must be purchased at least 21 days in advance at the economy rate; no upgrades, premium class, first class or business class will be reimbursed, as well as one piece of checked luggage (within the weight limit of the airline). Over the limit fees will not be reimbursed.
2. Transportation to and from the airport and hotel, and airport parking, will be reimbursed up to \$100 total.

3. If driving, applicants will be reimbursed at the IRS standard mileage rate for the round-trip distance from their home to the event location.
4. Hotel rooms will be reimbursed up to the ASA-negotiated daily rate at the designated conference hotel, excluding special fundraiser events like SLDF.
5. Funds will not be permitted to cover the costs of activities & meals that are not included in the SubExcel registration fee. (SLDF Events are not included in the scholarship allocations).

NOTE: It is the applicant's responsibility to book their own travel, hotel, and registration. Scholarship funds will not be disbursed until all required post-event reports are submitted, including documentation of attendance and expenses. If the recipient does not comply with the submission of agreed reports, no funds will be dispersed and the recipient's chapter will be required to pay the previously comped registration fee.

#### **V. Scholarship Recipient Responsibilities**

1. Required Attendance: Each recipient must attend the full duration of educational programs, general sessions, and committee, council, or task force meetings. Executive Directors must also attend all scheduled ED meetings and outings.
2. Within 30 days after the SubExcel meeting, recipients are required to write an article or a special report for their local chapter's newsletter and provide a copy to ASA headquarters. Additionally, they must deliver an oral report to their chapter's Board of Directors or membership and submit meeting minutes denoting the report was presented to ASA National.
3. A comprehensive written report must also be submitted to ASA National within 45 days of the event. This report should include a list of all attended programs, a summary of key takeaways, and a description of how the information will be applied for the benefit of ASA.
4. Finally, within 45 days, recipients must submit an expense report with receipts for reimbursement, except for those related to a scholarship for the registration fee.

NOTE: Failure to meet these post-event obligations may result in the scholarship being revoked and the chapter being required to pay for the registration costs.

#### **VI. Submission Instructions**

Completed applications must be received at ASA headquarters no later than 60 days prior to the event. Late or incomplete applications will not be considered. Required materials include the completed application form, a copy of the chapter's most recent balance sheet, and a written essay. The essay should describe the applicant's reasons for attending, the expected benefits to their local chapter and ASA, how they plan to use the experience, and an explanation of financial need.

Applications must be signed by the applicant and, if applicable, by the chapter president. Final decisions will be made by the working group, and all applicants will be notified 45 days prior to the event.

Applications and supporting materials should be sent to:

**American Subcontractors Association**

Attn: Customer Services

1004 Duke Street

Alexandria, VA 22314-3588

Fax: (703) 836-3482

Email: jenochs@asa-hq.com



8. If awarded a scholarship, I agree to the following obligations:

- Attend and sign in & stay at each educational program, general session, committee/council/task force meeting
- Executive Directors must attend ED Council and SHARE meetings
- Submit a report/article to ASA and chapter within 45 days
- Present an oral report to the chapter's Board/membership and send meeting minutes to ASA
- Submit a summary report listing sessions attended and key takeaways
- Submit a full expense report with receipts within 45 days

9. Submission Rules:

- Scholarships awarded to officers are non-transferable. A scholarship awarded to an executive director is only transferable to his/her replacement
- Scholarships will be awarded to no more than the following to any one individual:
  - Full scholarships (registration, airfare, hotel): maximum of one time
  - OR-
  - Partial scholarships: maximum of two times
- Application must be submitted complete. The working group will not follow up for missing items.

*I affirm that this application and all supporting materials are accurate to the best of my knowledge. I understand that if I do not comply with the obligations stated above, my scholarship award will be revoked and I will be required to remit payment to ASA for the registration fee. I also affirm that I am in compliance with my ASA chapter's bylaws.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If applicant is a chapter executive director, signature of chapter president:

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Chapter Affiliation

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date