

## **MBAA District Milwaukee Scholarship Committee Guidelines:**

### **Governance:**

- The committee should meet (teleconference acceptable) and review applications within 30 days of the closing of acceptance.
- The committee will be made up of a minimum of three (3) people; the District Milwaukee President, the District Milwaukee Vice-president, and the District Milwaukee Secretary.
- In the event of a tie or if a district officer is applying for the scholarship, the current Board of Governors representative will sit in for the applying officer, or be presented the top three candidates and break the tie. This decision is binding.
- An alternate shall be selected in case the winner cannot utilize the scholarship.
- The committee shall notify the winner of the award within 60 days of application closing.
- In the event the committee cannot determine a suitable applicant, the scholarships will be suspended until suitable individuals may be found.
- In the event a Committee member applies for a scholarship, they must submit notification to the Officers of the District and will not be eligible to review scholarships for that application period. The position will be filled as previously described.

### **Funding:**

- The program will be funded by the district on an annual basis for an amount to cover the tuition cost of attending any one (1) MBAA course per award.
- Acceptable courses are: Brewery Packaging Technology Course, Engineering and Utilities Course, and Brewing and Malting Science Course. Other courses will be considered and may be approved by the award committee.
- Funding for this scholarship will come from the District Milwaukee general funds, and may come from revenues from District Meeting, Donations or Other sources that designate fund for the scholarship.
- The scholarship shall be terminated if the district funds reach an amount less than \$15,000 at the filing of any tax year. It shall be the responsibility of the President and Treasurer to ensure that the scholarship is terminated.

### **Eligibility:**

- The recipient must be a member in good standing with the Master Brewers Association of the Americas and District Milwaukee.
- The receiving member agrees to present at a future district meeting.
- Award acceptance must be in writing.
- The recipient must not have received a scholarship from District Milwaukee in the previous four (4) years from the date the funds will be used.

### **General Rules:**

- Funds must be used within twelve months of awarding or will be forfeited.
- Responsibility for taxes is the liability of the recipient.
- Scholarship submission must be submitted by November 30 for use in the following year.
- It is the option of the committee to reduce a scholarship or not award a scholarship for any period if the applications are not worthy of the reward.

### **Confidentiality and Discrimination:**

- All information on the scholarship application is to be considered confidential. It is only to be disseminated for purposes directly related to the awarding of the scholarship to persons responsible for the administration. Personal use is not allowed.
- This scholarship is to be awarded without any regard to age, gender, race or any other practices recognized as discriminatory.

This document should be reviewed annually with changes to this guidance must be approved by the Officers of MBAA District Milwaukee.