



**California Stormwater Quality Association (CASQA)**  
**Conference Scholarship Program**  
**2019 Call for Applicants and Submittal Instructions**  
**Deadline: Monday, May 20, 2019 12:00 PM PT (NOON)**

### Overview of the CASQA Conference Scholarship Program

The goal of the CASQA Conference Scholarship Program is to encourage the next generation of leaders in the stormwater management field. A total of three (3) scholarships are available in 2019 to enable individuals to attend the CASQA Annual Conference<sup>1</sup> (at the [Monterey Conference Center - October 7-9](#)) and benefit from the educational and networking opportunities that are provided. The scholarship award is valued at \$2,500 each and includes:

- Complimentary 3-Day Full Conference Pass
- Up to three-night hotel stay;
- \$500 travel and meals stipend;
- Mentoring and meetings with the CASQA Board of Directors and/or Executive/Assistant Executive Director; and
- Individual membership of CASQA for 1 year.

Scholarship recipients will meet with the CASQA leadership, be able to network with the CASQA membership, and hear presentations from leading members of the stormwater community including local, state, and federal decision makers, stormwater program coordinators, contractors, consultants, engineers, lawyers, scientists, and planners.

*Expectations of Scholarship Awardees* - If selected for an award, applicants must confirm their ability to attend the annual conference and be willing to sign a release form so they can be featured in conference promotions. Additionally, scholarship awardees will be expected to provide a follow-up interview to CASQA shortly after the end of the CASQA conference to discuss their experiences and share what they learned for possible publication on the CASQA website or in other media.

### Eligibility

*Who is Eligible* – individuals who:

- 1) Are currently part of an internship program with a CASQA member organization (as of the date of the submission deadline – applies to the individual as well as the membership status of the organization), OR
- 2) Have completed an internship program with a CASQA member organization in the 18 months preceding the application deadline (organization must be a current CASQA member as of the date of the submission deadline).

Individuals must not be related<sup>2</sup> to a member of the CASQA Board of Directors, the Executive Director, the Assistant Executive Director, and/or any members of the Awards Committee that will be reviewing the submittals.

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<sup>1</sup> <https://www.casqa.org/events/annual-conference>

<sup>2</sup> Defined as a parent, sibling, child, spouse, grandparent or grandchild.



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### **Scholarship Application Package Submittal Guidelines**

*Who May Submit* – Scholarship application packages must be submitted by CASQA members on behalf of their intern(s). Up to 3 applications can be submitted by an organization or agency.

*What Needs to be Submitted* - The following items comprise the scholarship application package and must be submitted in order to be considered:

- a) Scholarship Application Form (see Attachment A for form)
- b) Abstract for poster presentation (see Attachment B for guidelines and requirements)
- c) Resume
- d) Letter of recommendation from a current or former supervisor involved with the internship program

*How do I Submit* – Each scholarship application package must be submitted as **one complete .pdf** comprising items a) through d) in the order listed above and sent to the email address below as follows:

Email: [Awards.CASQA@gmail.com](mailto:Awards.CASQA@gmail.com)  
Subject Line: 2019 CASQA Conference Scholarship Program  
Content: Include the intern’s complete contact information, CASQA member organization or agency contact information, and project name in the body of the email  
Attachment: Scholarship Application Package (one complete .pdf file)  
Size Limit: 10 MB for combined email and attachment

*How Will I Know that CASQA Received the Submittal* – Receipt of application package submittals will be acknowledged within five (5) business days via a reply to the sender. If you do not receive an acknowledgement, please seek clarification by submitting a “Question” consistent with the process outlined below.

### **Review and Selection Process**

The key steps for the CASQA Conference Scholarship Program consist of the following:

**Step 1 Application Package Submittal** – Eligible participants submit an application package summarizing a stormwater project undertaken on behalf of the intern’s sponsoring agency or organization (the CASQA member).

**Step 2 Application Package Review** - The application packages are reviewed by CASQA to identify the highest ranked submittals (up to 10). The top participants will be invited to submit a poster for display at the annual CASQA conference.

**Step 3 Poster Review/Scholarship Awards** - The submitted posters are reviewed by the CASQA Awards Committee and the top posters (up to 3) will receive the Annual Conference Scholarship Awards.



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**Step 4 Top Poster Recognition** - During the CASQA Conference all submitted posters (up to 10) will be displayed. All participants displaying a poster will also have the opportunity to hand out 1-page bios/resumes to interested conference attendees. The top 3 posters that received the Scholarships will be voted on by the conference attendees. The highest ranked poster will receive additional conference recognition.

#### Schedule

- Call for Conference Scholarship Application Packages opens [**April 22, 2019**]
- Call for Conference Scholarship Application Packages closes [**May 20, 2019**]
- CASQA reviews Application Packages and selects those that qualify for submittal of posters (up to 10). Notify recipients and request posters [**June 7, 2019**]
- Posters submitted for review [**July 8, 2019**]
- CASQA Awards Committee reviews posters and selects scholarship winners (up to 3) – Notify recipients and arrange registration, travel and accommodation [**July 29, 2019**]
- Voting for Top Poster
  - All submitted/approved posters Displayed [**October 7, 2019**]
  - Voting opens [**October 7, 2019**]
  - Voting for top award winner closes [**October 8, 2019 5pm**]
  - Winner announced [**October 9, 2019 lunch**]

#### Questions?

Mail to: [Awards.CASQA@gmail.com](mailto:Awards.CASQA@gmail.com)  
Subject Line: Question: 2019 CASQA Conference Scholarship Program  
Content: Include name, question, reply email, and telephone number