



# **NEW YORK STATE BUILDING OFFICIALS CONFERENCE, INC.**

## **MURRAY CRANDELL MEMORIAL SCHOLARSHIP**

### **APPLICATION GUIDE ~Read carefully all requirements~**

**PURPOSE:** The purpose of the scholarship is to provide tuition assistance to member Building Officials, their spouses, or their unmarried children. The Official must be a current Active Member of NYSBOC.

**AWARD BENEFITS:** Recipients may be awarded an amount not to exceed Two Hundred Fifty Dollars (\$250.00) per semester.

**\*The Kevin Shea Achievement Award\***

Is a one thousand dollar (\$1000.00) award. All qualified applicants will be considered. Applicants may be awarded either scholarship award but not both. One award per application year. Only one time award per recipient.

**\*\* The Code Officials Achievement Award\*\***

Is a five hundred dollar (\$500.00) award. Only open to Active Members.

**DOCUMENTS AND ELIGIBILITY CRITERIA:** Applicants *must* submit all required documentation: Check each box when you supply the required document(s).

- Be scholastically responsible:** Have a grade point average of "C" or better. Applicants with a "B" or better will be considered for the Kevin Shea Achievement Award.
- Code Officials Achievement Award:** Grade point average of "C" or better. Submit a 150 word essay on your achievements and why you deserve this award. Include any awards, achievements and certifications received issued in Fall /Spring benefit year. All other criteria still apply. Only one award per benefit year is allowed. Open To Active Officials Only.
- Official Transcripts:** Only Final **Officially** Sealed, College or High school transcripts bearing the schools official seal are acceptable. Final official transcripts are required to be sent no later than **July 7th**. Copies, faxes, report cards, student schedules, counselor's statements, internet copies, etc. are **NOT** acceptable.
- Scholarship funding need:** Proof of financial need, requires submitting a Financial Statement of Charges from the attended college. The Financial Statement must include all tuition costs, any scholarships, any grants, or tuition assistance applied to each semester. No Financial Statement, no award.
- Financial Proof:** An official IRS tax return is required for each applicant. If applicant resides at home, it will be necessary to submit a copy of parent's **signed** IRS tax return as well. **\*\* Signatures are required on tax returns\*\***. No signature, no award. *All submitted information is kept strictly confidential and is for Committee use only.*
- Submit the completed application form.** *All* applicants must include a, *currently dated*, personal letter of reference and a business letter of reference. Prior year's letters are not acceptable. Return completed application and this guide check list.
- Self, Parent or Spouse must be an active member of NYSBOC.** The period of time is at least two years prior to the submission. You must be the applicant, spouse or unmarried child of an Active Member.

**Graduating High School Seniors.** All criteria are the same. Exception 1: High school seniors may submit a school officials letter of reference instead of a business letter of reference. Exception 2: Maximum award not to exceed Two Hundred Fifty Dollars. (\$250.00) A Financial Statement of Charges is required from the school the applicant will attend in the Fall.

**Qualifying semesters are Fall and Spring.**

**All required documentation must be postmarked no later than July 7th.**

Recipients will be notified as soon as possible of any approvals. Funds will be forwarded as soon as practical thereafter. Recipients may have their name and photograph released to the media by NYSBOC, Inc. This page must be returned as part of the application.

Please forward **completed** applications to: Tom Corrao, PO Box 778, Poughquag, NY 12570

Email questions to: [mhv.nysboc@gmail.com](mailto:mhv.nysboc@gmail.com)