





**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	





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, engineering, & technologies. But, all degrees/certifications for higher learning are considered.
- Undergraduates. But, Graduate-level studies and/or certifications are considered also.

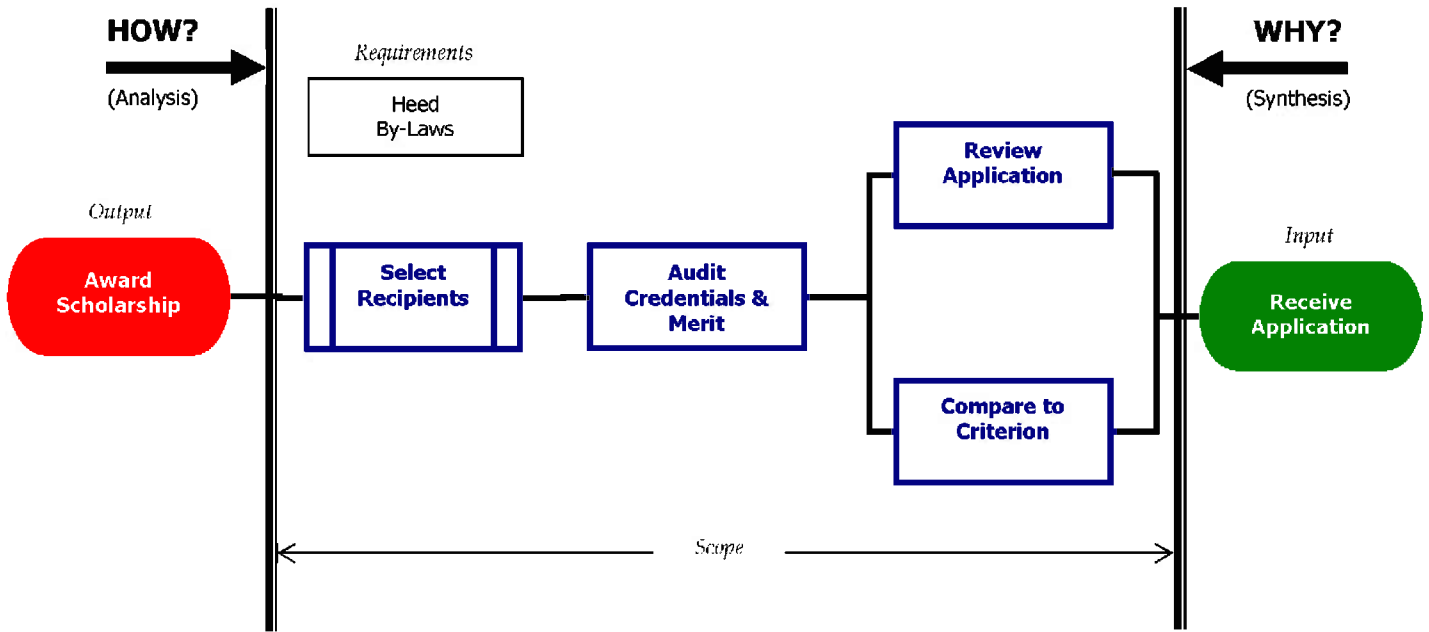




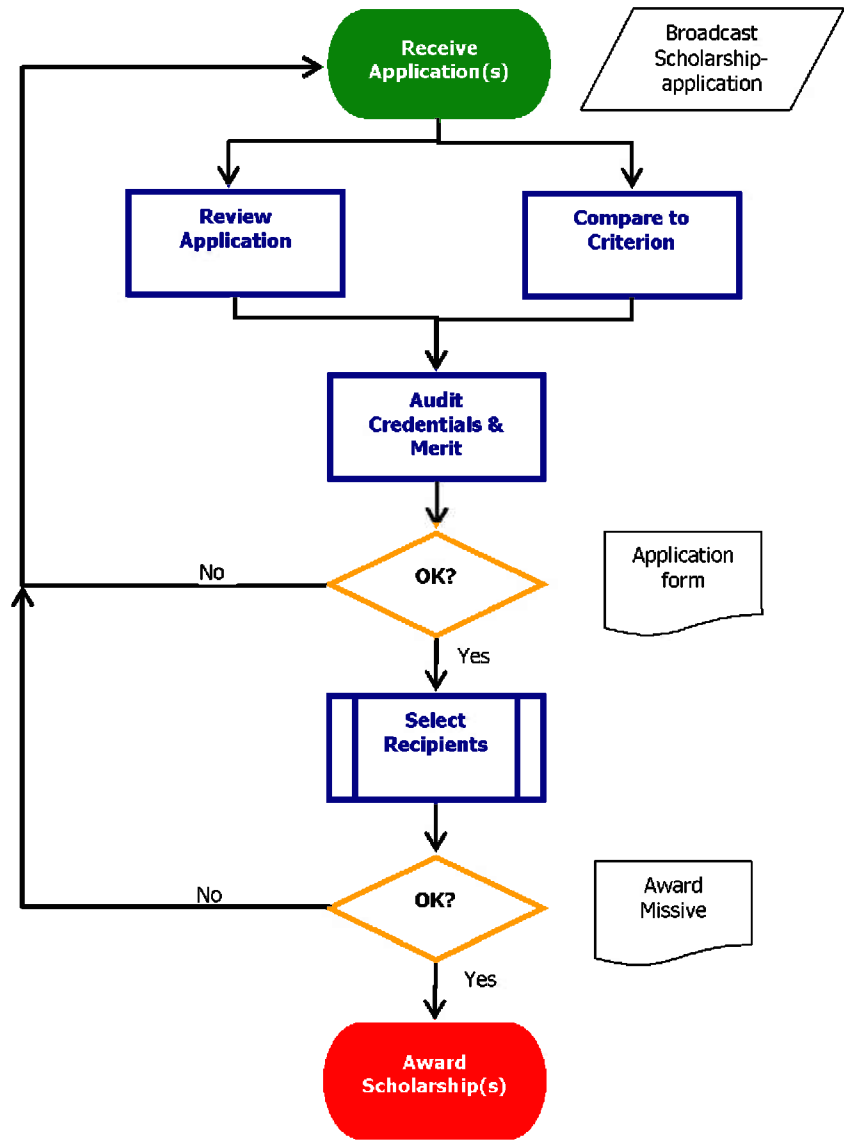
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7.0 ACTIONS & RELATIONSHIPS:

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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>th</sup> ] Examine Qualifications & Credentials; correlate form to criterion for EACH application on its own merits (by itself):  1 <sup>st</sup> ] Confirm Eligibility: +Meets Application receipt deadline +Attending/Accepted to Accredited School/College +Sponsored by Active ASQ0805 member (confirm via database)  2 <sup>nd</sup> ] 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 <sup>rd</sup> ] 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 <sup>th</sup> ] Acknowledge Volunteerism &/or Community-involvement  5 <sup>th</sup> ] 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)	





