



## Metal Building Contractors & Erectors Association New England Chapter

PO Box 491 Wilbraham, MA 01095 [mbcea-nec@gmail.com](mailto:mbcea-nec@gmail.com)

---

Dear Student,

The MBCEA New England Chapter is pleased that you have been recommended to apply to our Secondary Education Scholarship Program. The criteria on which our scholarships are based include financial need and exhibition of ability to perform on a secondary education level.

This letter is one part of a complete application package. A Scholarship Application Form and Secondary Education Scholarship Guidelines are also included in the package. We base our decisions on the information you provide as well as on information you fail to provide. Your completed application must include:

1. Scholarship Application Form-Fill this out completely.
2. Resume of education, personal experiences, and work history.
3. a) High school students-personal letter to the Selection Committee discussing your plans and goals for the future. Transcripts of high school education to-date. Graduate high school transcripts required when available.  
b) College students-transcripts of to-date college performance and statement of degree pursued.  
c) Include how this scholarship may assist you in attaining your goals and what you feel is important that the Selection Committee should know about you.
4. Notification of acceptance to a secondary education program of study

The selection committee has the responsibility to verify the information contained with your application. If you are selected as one of our recipients, we may require you to verify certain information provided to the committee (test scores, transcripts, financial, etc.). The committee keeps all information in strictest confidence.

The MBCEA New England Chapter will acknowledge receipt of your application. If you do not receive acknowledgement within three weeks of sending your application, please notify our office. All correspondence with you will be sent to the address on your application.

The MBCEA New England Chapter will accept applications postmarked by May 10<sup>th</sup> with award selections finalized by June 30<sup>th</sup>. You will receive a reply from us on June 30<sup>th</sup>.

If you win an award, we will invite you and two guests to our Annual Golf Tournament for a formal presentation. If you are unable to attend, we will ask for a video to be made to thank the organization and tell us of your plans.

The Metal Building Contractors and Erectors Association New England Chapter wish you the best of luck in your educational pursuits.

Sincerely,

*Timothy Allison*  
Chairman, Scholarship Committee  
MBCEA New England Chapter

## Scholarship Application Form

Return this completed form postmarked by May 10<sup>th</sup> to:

MBCEA-NEC  
PO Box 491  
Wilbraham, MA 01095

All information in this application will be kept confidential. The information will be given only to those judging the merits of the application. All questions must be answered in full.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Relationship of MBCEA-NEC CHAPTER Member/Employee: \_\_\_\_\_

Relative's Company/Employer: \_\_\_\_\_

High School or Equivalent: \_\_\_\_\_

Graduation Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_

\*GPA: \_\_\_\_\_

Secondary school you are/will be attending: \_\_\_\_\_

Secondary Education application accepted? ☐ Yes ☐ No

Vocation or Professional Goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

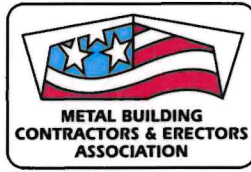
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*This portion of the application must be verified by direct correspondence to the committee from the school. The forwarding authority for the school is invited to make a recommendation for the student.

Winner(s) will be notified verbally by June 30<sup>th</sup>, with letter to follow.



## **Metal Building Contractors & Erectors Association New England Chapter**

PO Box 491 Wilbraham, MA 01095 [mbcea-nec@gmail.com](mailto:mbcea-nec@gmail.com)

---

### **MBCEA New England Chapter**

#### **MBCEA New England Chapter Secondary Education Scholarship Guidelines**

This document is the governing guidelines for use by MBCEA New England Chapter in administration of the College Scholarship Program.

- 1) Annual College Scholarship Award(s)
  - a) Up to \$5,000.00 in award(s)
  - b) Scholarship pays for tuition, room, and board.
- 2) Qualifications
  - a) Employees; as well as children, stepchildren, or grandchildren of MBCEA New England Chapter Member and Associate Member Company employees.
  - b) National/Associate Members of the MBCEA may have eligibility under the following conditions:
    - i) Support the MBCEA-NEC on a regular basis
    - ii) Have a presence in New England
    - iii) Only employees; children, stepchildren, and grandchildren of New England-based employees are eligible
  - c) Award requires candidate to have earned a 2.5 grade point (or equivalent) average over high school or college experience.
- 3) Qualifying Programs
  - a) Scholarship has a two-fold purpose:
    - i) Promote interest in construction and related fields.
    - ii) Provide a benefit to members and associate members of MBCEA New England Chapter.
  - b) Applications will be considered with the following priorities:
    - i) All candidates must be accepted to, or attending, an accredited college/university program.
    - ii) 4-year degrees in engineering, construction management, construction technologies, or architecture.
    - iii) 2-year degrees in engineering, construction management, construction technologies, architecture, vocational, or trade education program.
    - iv) Certificate Program in engineering, construction management, construction technologies, architecture, vocational, or trade education program.
    - v) 4-year degrees in non-construction related fields.

- vi) 2-year degrees in non-construction related fields.
  - vii) Financial need
- 4) Scholarship Award Process
- a) February—Notification of scholarship availability sent to all MBCEA New England Chapter Members and Associate Members.
  - b) May 10th —Postmarked applications and qualifying documents deadline.
  - c) May 15th – June 30th—Selection Committee meets to verify information and choose finalists.
  - d) June 30th—Final selection made by committee.
  - e) June 30th—Candidates informed of award. Presentation made at MBCEA New England Chapter Annual Golf Tournament
- 5) Selection Committee
- a) Created by Scholarship Committee to review all applicants and select award scholar(s).
  - b) Committee consists of five individuals.
    - 1. Current MBCEA New England Chapter Vice President or current MBCEA New England Chapter President if there is no MBCEA New England Chapter Vice President, or if the current MBCEA New England Chapter Vice President is unavailable to perform for any reason; or any other current Selection Committee member if the current MBCEA New England Chapter President is unavailable to perform for any reason.
    - 2. Two representatives from Scholarship Committee
    - 3. Two MBCEA New England Chapter members selected by Scholarship Committee but not involved in scholarship program or one current MBCEA New England Chapter member selected by Scholarship Committee but not involved in scholarship program and one current Director of the MBCEA New England Chapter not involved in scholarship program.
  - c) Applicants' information verified prior to final selection. Selection Committee may choose several finalists prior to verification, or may make final selection and then verify. All transcripts and information provided by successful candidate shall be verified prior to selection.
  - d) Committee to select candidates based on:
    - i) How well candidate represents the values and criteria of the MBCEA New England Chapter and its Scholarship Program
    - ii) Personal integrity and citizenship.
- 6) Application requirements
- a) Proof of acceptance for entry into accredited secondary education program.
  - b) Copy of high school or equivalent transcripts. High school students must submit a graduate copy prior to initiation of award.
  - c) Resume of education and personal experiences.
  - d) Letter to Scholarship Committee
    - i) Discuss plans/goals for future education, career, and personal.
    - ii) How scholarship would help with these plans/goals.
    - iii) What should Selection Committee know about candidate.
    - iv) If deemed necessary, the Selection Committee shall implement an interview process to determine Recipient(s).
- 7) Award of scholarship funds
- a) Copies of invoices for tuition, room and board required for issuance of scholarship funds. Scholarship checks will be issued to school for payment of invoices.
- 8) The MBCEA New England Chapter and its designated Scholarship Committee reserves the right to accept or refuse any or all applicants, make any revisions or change these procedures at any time.