

**AMENDED AND RESTATED AGREEMENT AND DECLARATION OF TRUST  
NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

**AS ADOPTED BY THE NAWIC  
BOARD OF DIRECTORS  
March 15, 2002**

THIS AMENDED AND RESTATED AGREEMENT AND DECLARATION OF TRUST made this 15<sup>th</sup> day of March, 2002, by and between the NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION, a corporation duly incorporated under the Laws of the State of Texas, having its office and principal place of business in the City of Fort Worth, Tarrant County, Texas, and acting herein through its President and Secretary, thereunto duly authorized (hereinafter called "Association"), and FIRSTAR BANK, N.A., as successor in interest to MERCANTILE BANK OF ST. LOUIS, N.A., with an office and place of business in St. Louis, Missouri, and any successor in interest thereto (hereinafter called "Trustee").

W I T N E S S E T H:

WHEREAS, the Association heretofore by Agreement dated September 22, 1963, as amended September 27, 1963 and September 21, 1968, established the NAWIC FOUNDERS' SCHOLAR- SHIP FUND; and

WHEREAS, the parties heretofore by Agreement dated September 20, 1974, as amended September 20, 1977 and September 19, 1984, and as amended and restated on September 11, 1992 and March 6, 1993, entered into an agreement of Trust known as the NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION; and

WHEREAS, the property constituting the subject matter of said Trust, including the principal and income therefrom, are used, and are to be used, in awarding educational scholarships as herein provided; and

WHEREAS, it is desired to further amend and restate said Trust Agreement, and to incorporate all prior amendments so that the Trust, both principal and income, together with all additions and accretions thereto, continues to be devoted to and used exclusively for the furtherance of education; and

WHEREAS, the Association believes that this object can best be accomplished by a complete restatement of the Declaration of Trust, as previously amended,

NOW, THEREFORE, in consideration of the premises and the covenants herein contained, it is agreed by the Association and the Trustee as follows:

## ARTICLE I - NAME

The name of the Trust is NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION (hereinafter referred to either as "Trust" or "Foundation"). It is established and shall be maintained and operated without profit to any individual or Trustee.

## ARTICLE II - TRUST FUND

The Association hereby relinquishes all incidents of ownership in the principal and income of the Trust estate (the "Fund"), all such rights, powers and incidents of ownership being hereby vested in the Trustee. The Trustee acknowledges and accepts possession of all Trust property.

## ARTICLE III - CORPUS OF TRUST

The Principal amount of the Trust estate is currently the amount specified in the attached Schedule "A", which may be increased by donations made from time to time hereafter.

## ARTICLE IV - PURPOSE OF TRUST

### Section 1:

Pursuant to Section 509(a)(3) of the Internal Revenue Code of 1986, as amended thereto (the "Code"), the Trust is organized and shall be operated exclusively as a not-for-profit supporting organization with the sole purpose of serving the Association in awarding educational scholarships pursuant to the terms and procedures as hereinafter set forth.

### Section 2:

Since the Trust is organized and operated exclusively as a supporting organization under Code § 509(a)(3), in each fiscal year of the Trust, the Trustee shall distribute substantially all of the income of the Trust (and such principal as may be necessary) so as to comply with Article VI, Sections 3(7) and (11) hereof, at the direction of the Scholarship Administrator: (a) to sponsor one or more students who meet the eligibility requirements set out in Section 3 of this Article IV, or (b) to sponsor the renewal of a scholarship for a current recipient.

### Section 3:

No scholarship applicant shall be eligible for an award unless at the time of the award said applicant has matriculated in an acceptable college, university, or trade/technical school offering a course of study which, upon graduation/completion, will qualify such applicant to enter or become engaged in a construction-related career.

Section 4:

The question as to what constitutes income and what constitutes principal shall be determined by the Trustee in its uncontrolled discretion, and its action in so doing shall be binding upon all interested parties.

Section 5:

Notwithstanding any other provisions of this Article or of this Trust Agreement, it is specifically understood and agreed that the powers of the Trustee are strictly limited to those necessary or appropriate to accomplish the primary purpose of this Trust.

Section 6:

The individual Chapters of the Association may fund through the Foundation their own scholarships by specifying the criteria for the awards and also by designating specific names for the awards. The funds for these individual Chapter scholarships shall be from the Chapters themselves and not from the Foundation. Upon contribution of said funds to the Foundation, each individual Chapter shall relinquish all incidents of ownership, including a right of return, in the principal and income of the funds, all such rights, powers and incidents of ownership being thereby vested in the Foundation to be administered according to the criteria set out by the Chapter, as approved by the Foundation. The Foundation may charge a fee for its services. The Foundation may distribute the entire principal of the funds received from any Chapter.

ARTICLE V - FISCAL YEAR

The Fiscal Year shall be from the 1st day of September to the last day of August of the following year, inclusive.

ARTICLE VI - TRUSTEE

Section 1:

The Trustee may transact its business in the name of NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION and in such name, or in its name as Trustee, or in the name of its nominee, or in street name may take and hold legal and equitable title to any property, real and personal, and hold, use, manage, administer and dispose of the same, or any part thereof, including all income therefrom. Any conveyances or transfers made to NAWIC Founders' Scholarship Foundation shall be held and construed to vest the title in the Trustee.

Section 2:

The Trustee may make, adopt, amend or repeal such rules and regulations not inconsistent with the terms of this Trust as it may deem necessary or desirable for the conduct of its business.

### Section 3:

(1) The Trustee hereunder shall have the following specific powers and authority in addition to and not in substitution of powers conferred by law:

(a) To compromise, settle or adjust any claim or demand by or against this Trust and to agree to any rescission or modification of any contract or agreement.

(b) To retain any or all stocks, bonds, securities, royalties, lands, mineral interest or other property bequeathed or devised to or received by it, or which otherwise may be or become a part of the Trust estate irrespective of whether the same are, or are not, so-called legal investments and Trust funds.

(c) To sell, exchange, assign, transfer and convey any security or property, real or personal, held in Trust at public or private sale at such time and price and upon such terms and conditions (including credit) as it may determine.

(d) At any time and from time to time, to invest and re-invest all or any part of the Trust estate in such stocks, bonds or other securities and assets as it may determine, irrespective of whether or not such securities and assets are eligible investments for fiduciaries under any applicable law or statute.

(e) To sell or exercise any rights issued on any securities held in Trust.

(f) To vote in person or by proxy any stock or securities held, and to grant such proxies and powers of attorney to such person or persons as it may deem proper.

(g) To consent to and participate in any plan for the liquidation, reorganization, consolidation or merger of any corporation for which the Trustee holds any security therein.

(h) To employ accountants, attorneys and such agents as it may deem advisable, and to pay reasonable compensation for their services, and to charge same to or appropriate same between income and principal as it may deem proper.

(i) To notify the Scholarship Administrator not later than March 1st of each year of the approximate amount of funds which will be available for or will be required to be distributed for scholarships in the next succeeding fiscal year.

It is the intention of the Association that the Trustee shall have full power, authority and discretion to deal with any situation which may arise respecting the Trust estate, or any part thereof, in such manner as it shall deem advisable. Therefore, the Association directs that it shall have all powers conferred upon Trustees as set forth by the applicable state law in which the sites of the Trust are maintained. The grant to it of any specific power, authority or discretion, or the failure to grant specifically to it any power, authority, or discretion, shall not be construed to limit or curtail in any way the general grant of power, authority and discretion which it is the intention to confer hereby.

- (2) The Trustee shall be chargeable only with such funds and property as it shall actually receive and shall be answerable only for its own acts, receipts and defaults and not for those of any banker, broker, depository or other person with whom or into whose hands any funds or properties of the Trust estate shall be placed, deposited, or come, nor otherwise for any involuntary loss, nor for the act or default of any agent or employee selected with reasonable discretion. In no event, or under any circumstances, is the Trustee to be answerable except for its own default or negligence.
- (3) The Trustee shall not be required to give bond, either statutory or otherwise.
- (4) The Trustee may accept gifts from the Association or others to be added to and become a part of the principal of the Fund to be held, administered and distributed as herein provided.
- (5) The Trustee shall cause to be prepared an annual report and shall cause to be prepared and filed all required tax returns. Copies shall be furnished to the President of the Association, the Chairman of the Awards Committee and the Scholarship Administrator.
- (6) The Trustee shall be entitled to compensation for its services as Trustee hereunder in accordance with its published schedule of fees in effect at the date its services are rendered.
- (7) The Trustee shall make distributions at such time and in such manner as required by this Trust Agreement, or as mandated by Code § 509(a)(3) of the Code, for the purposes set forth in Article IV hereof. No part of the net earnings shall be distributed for the benefit of the Trustee or any private individual, except that the Trustee shall be authorized and empowered to pay reasonable compensation for services rendered in the operation of the Trust.
- (8) The Trust is prohibited from engaging in any act of private inurement for the benefit of the Trustee or other private persons. No substantial part of the activities of the Foundation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Foundation shall not participate in, nor intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Trust Agreement, the Foundation shall not carry on any activities not permitted to be carried on by a trust exempt from Federal income tax under Section 501(c)(3) of the Code (or the corresponding provisions of any future United States Internal Revenue law).
- (9) In administering this Trust, the Trustee shall comply with all requirements of the Internal Revenue Code and ensure that awards be made on an objective and non-discriminatory basis and otherwise to the satisfaction of the Secretary of the Treasury.
- (10) Nothing in this instrument shall be construed to restrict the Trustee from investing the assets of this Trust in a manner which could result in annual realization of a reasonable amount of income or gain from sale or disposition of Trust assets.
- (11) It is the Association's intent that this Trust qualify and continue to qualify as an exempt supporting organization under the provisions of the Internal Revenue Code and particularly Section 509(a)(3) thereof, and therefore, the provisions of this instrument applicable to this Trust shall be at all times interpreted and administered in a manner to sustain such intent, and furthermore, the

Trustee is authorized, in its discretion, to amend the Trust for the sole purpose of complying with the requirement of said Section of the Code and any regulations published in connection therewith.

(12) The foregoing references in this Article are to Sections of the Internal Revenue Code of 1986 and the regulations promulgated thereunder, presently in force or from time to time amended, or corresponding provisions of any subsequent Federal Tax Laws.

(13) The Trustee is authorized to accept and administer funds from individual Chapters which have been designated for scholarships. The Trustee shall administer these funds strictly according to the criteria set out for each particular named scholarship.

## ARTICLE VII - SCHOLARSHIP ADMINISTRATOR

### Section 1:

There shall be a Scholarship Administrator to be appointed by the Awards Committee. The Scholarship Administrator shall be a member of the Association and shall serve at the direction of the Awards Committee for a maximum term of two (2) years, or until the Administrator's resignation, in writing, is delivered to the Chairman of the Awards Committee or until the Administrator shall cease to be a member of the Association.

### Section 2:

In the event of a vacancy in the Office of Scholarship Administrator arising from any cause whatsoever, the most recent retiree as Chairman of the Awards Committee shall succeed to the Office for a new term as defined in the next preceding paragraph. If for any reason such designated successor is unwilling, unable or not qualified to succeed, then the Awards Committee shall designate a successor among such members of the Association who have previously served as president of the Association.

### Section 3:

The Scholarship Administrator shall discharge the duties and functions herein set forth and those assigned to her by the Awards Committee from time to time. She shall provide for the convenient and expeditious handling of the mechanical and administrative details relative to contributions to the Fund. She shall receive, acknowledge and forward to the Trustee all contributions to the Fund, act as liaison concerning all matters between the Trustee and the Association, between the Trustee and the Awards Committee, and between the Awards Committee and the Association; and present an annual report to the Association.

Upon termination of her appointment for whatever reason, the Scholarship Administrator shall forthwith deliver to her successor or to the Trustee, as the Chairman of the Awards Committee may direct in writing, all monies and other assets of whatever nature in her possession.

The Scholarship Administrator shall keep full and proper books and records showing all receipts of cash and/or property coming into her possession and the disposition thereof. All

records shall be open to the Trustee and to the President of the Association and to the Chairman of the Awards Committee at all times for inspection. The Scholarship Administrator shall maintain one copy of this Agreement and any Amendments thereto on file in her office and open to public inspection at all times.

The Scholarship Administrator, if required by the Association to do so, shall give bond in an amount to be determined by the Association from time to time with a solvent surety company to be chosen by it. The Trustee shall pay the premium for such bond upon request of the President of the Association.

Instructions, directions or authorizations of the Awards Committee shall be given to the Scholarship Administrator in writing signed by the Chairman. They may be delivered in person or by mailing the same to the last address on file with the Association. Any and all things done or omitted to be done pursuant to such directions or because of a failure to receive such directions, shall be final and binding on all parties in interest, and neither the Trustee nor the Scholarship Administrator shall be in any way liable or responsible to anyone or to the Trust estate for any consequence of compliance with any such direction.

The Scholarship Administrator shall receive no compensation for her services. Expenses of her attendance at any meeting of the Awards Committee and all other expenses incurred in the discharge of her duties shall be paid by the Trust.

## ARTICLE VIII - AWARDS COMMITTEE

### Section 1:

There shall be an Awards Committee (the "Committee") consisting of the three (3) most recent past presidents of the Association. Each member shall serve a term of three (3) years, commencing upon the end of her term as president of the Association; provided, however, that she is and remains a member of the Association.

### Section 2:

A member of the Awards Committee shall continue to serve as such until the first to occur of (a) death, (b) resignation to be effective upon sixty (60) days' written notice to the other members of the Committee at their respective post office addresses as filed with the Chairman of the Committee, or (c) the expiration of the term for which appointed.

In the event of a vacancy in the Committee for any reason, the remaining member or members of the Committee shall, within three (3) months, by unanimous vote designate a successor from among such members of the Association who have previously served as president of the Association and such appointments shall be for the remaining term of the Committee member to be succeeded.

Any person appointed as a Committee member to fill a vacancy upon accepting such appointment in writing, shall be a member of the Committee from the date of acceptance with the same powers and authority as her predecessor.

Section 3:

Nothing herein shall be construed to require the filling of any vacancy or vacancies in order to enable the remaining members of the Committee to act; and notwithstanding that the number may at any time be less than three (3), the members for the time being shall have all of the duties and powers granted by this Trust Indenture to the Awards Committee.

Section 4:

A member of the Awards Committee may be removed upon a unanimous vote of the remaining Awards Committee if the Committee determines that this action is in the best interest of the Foundation.

Section 5:

The members of the Awards Committee shall receive no compensation for their services as such. Any expenses reasonably incurred by them in connection with their duties hereunder, shall be paid by the Trust from a budget to be provided for such purposes.

Section 6:

The Committee shall from time to time propose rules and procedures governing its duties and responsibilities, which shall be submitted to the Association through its President and shall be effective upon approval by its Board of Directors. The Committee shall receive all profiles of eligible applicants for scholarship, which shall be in form and contain content required by the Committee. It shall review all profiles and applications and determine the recipient or recipients of Awards. It shall direct the Trustee through the Scholarship Administrator as to how, when and to whom amounts are to be paid in each fiscal year of the Trust, provided that such directions shall be in conformity with the purposes of this Trust and the minimum and maximum limitations herein set out. The Committee's decision with respect to the disposition of any profiles or applications shall be final and conclusive.

ARTICLE IX - SEVERABILITY

Each and every one of the Articles, Sections, Subdivisions and Paragraphs hereof, and each power, purpose and provision hereof, except as otherwise provided, shall be regarded as separate and distinct from every other Article, Section, Subdivision or Paragraph, and from every other power, purpose and provision by final decree. If a Court having appropriate jurisdiction shall determine that any Article, Section, Subdivision or Paragraph hereof or any of the powers, purposes or provisions herein contained are invalid, this shall not in anywise limit any other Article, Section, Subdivision or Paragraph hereof or any other power, purpose or provision herein granted, all of which shall be unmodified thereby.



## ARTICLE X - ENFORCEABILITY

The terms and provisions hereof shall be binding upon the Association, its successors and assigns, and upon the Trustee and its successors in office.

## ARTICLE XI - INDEMNIFICATION

The Association, Trustee, Scholarship Administrator and Awards Committee shall be fully indemnified, defended and held harmless, absolutely, irrevocably and forever, by the Trust from and against any and all claims, demands, liabilities, costs, damages and causes of action, of any nature whatsoever, arising out of or incidental to their duties on behalf of the Trust. The indemnification authorized by this paragraph shall include, but not be limited to (i) payment of reasonable attorneys' fees or other expenses incurred in connection with settlement or in any finally-adjudicated legal proceeding; and (ii) removal of any liens affecting any property of the indemnitee. The indemnification rights contained in this paragraph shall be cumulative of, and in addition to, any and all rights, remedies and recourses to which the Association and the Administrator shall be entitled, whether pursuant to the provisions of this Agreement, at law or in equity. Indemnifications shall be made solely and entirely from assets of the Trust, and no member of the Association shall be held personally liable to the indemnitee.

## ARTICLE XII - RIGHT TO TERMINATE OR AMEND

The right to terminate or amend this Trust, or to amend or modify same (except as provided in Article VI, Section 3, Paragraph (11)) is hereby reserved by the Association. Amendments may be altered, repealed or amended in a like manner. No amendment or modification shall be authorized which will prevent the Trust from being operated and existing wholly as a supporting organization for the purpose of serving the Association in awarding educational scholarships as set forth in Article IV.

## ARTICLE XIII - TERMINATION OF TRUST

In the event that this Trust is terminated, all property of the Trust shall be distributed to an organization, or organizations, which are exempt from tax under Section 170(b)(1)(A) of the Internal Revenue Code of 1986, as amended thereto.

ARTICLE XIV - EFFECTIVE DATE

This Amended and Restated Agreement and Declaration of Trust shall be effective upon the date of its execution.

IN TESTIMONY WHEREOF, the parties hereto have set their hands in duplicate originals, this 15th day of March, 2002.

NATIONAL ASSOCIATION OF WOMEN  
IN CONSTRUCTION

By: \_\_\_\_\_

Name: \_\_ Marcia M. Rackley \_\_\_\_\_

Title: President

By: \_\_\_\_\_

Name: \_\_ Christie S. Wigginton \_\_\_\_\_

Title: Secretary

"ASSOCIATION"

FIRSTAR BANK, N.A.

By: \_\_\_\_\_

Name: \_ Tami H. Belongia \_\_\_\_\_

Title: Vice-President

"TRUSTEE"

*The Original Document is on file at the NAWIC Office.*

## **NAWIC FOUNDERS' SCHOLARSHIP PROGRAM**

At the 1963 Annual Meeting/Convention in Atlanta, Georgia, the membership created, in honor of its founders, the NAWIC Founders' Scholarship Foundation Fund. This foundation fund was created through voluntary contributions by NAWIC members, as well as others interested in its objective. The foundation fund was self-sustaining within seven years of the date of its inception.

Scholarships were awarded through the National Merit Scholarship Corporation until the program was revised in 1984. The revised scholarship program began to provide scholarship awards to full-time students who were enrolled in construction studies.

The NAWIC Founders' Scholarship Foundation (NFSF) is a self-supporting scholarship program. It was established to assist in providing the construction industry with trained employees through higher education.

The Foundation is supported and maintained through income from investments of a trust fund. Income is obtained through voluntary contributions from NAWIC's affiliated Chapters, companies, as well as other interested contributors. All contributions are tax deductible.

Candidates must apply directly to the NAWIC Founders' Scholarship Foundation. Candidates are considered based on their interest in construction, grades, extracurricular activities, employment experience and financial need. Semi-finalists may be subject to a personal interview by a representative of the Foundation.

- A. Applicant must be currently enrolled in a construction-related degree program at a school in the United States and must have at least one term remaining in a course of study leading to a degree or an associate degree in a construction-related field. High school seniors are not eligible.
- B. Applicant must be enrolling in a construction-related training program which is approved by the Bureau of Apprenticeship Training, community college, technical school or equivalent.

The NAWIC Founders' Scholarship Foundation also administers scholarships provided by NAWIC chapters or other interested individuals or companies. Chapter/individual scholarships administered through the Foundation are done so under criteria set forth by the individual entity providing the funding.

Further details and information can be obtained through the Scholarship Administrator, the NAWIC Office or any of NAWIC's affiliated chapters. The Association is proud of its contributions made to the construction industry through the NAWIC Founders' Scholarship Foundation and continues to work toward the betterment of the industry.

### **AWARDS COMMITTEE DUTIES:**

1. In conjunction with the Administrator, determine if changes are needed to any forms, guidelines or operating procedures.
2. Review and evaluate applications as forwarded by the Administrator.
3. Participate in the committee meeting to select semifinalists.
4. Forward all requests for expense reimbursement to Administrator in a timely manner.
5. Notify all semifinalists of their status (awards and non-awards).
6. Other duties which may be required or requested.

## **ADMINISTRATOR'S DUTIES:**

1. Maintain records of the Foundation.
2. Receive and forward all donations to Trustee (US Bank).
3. Acknowledge all contributions.
4. Maintain liaison with Trustee (US Bank), NAWIC chapters, NAWIC Office, scholars, etc.
5. Request conference call with the broker and trust administrator from the bank, and the Awards Committee.
6. In coordination with the NAWIC Office, answer inquiries regarding the program.
7. Prepare and present a report for the Mid-Year Board of Directors' Meeting on behalf of NFSF.
8. Receive applications for the current year and verify for completeness. Applications received after the deadline or applications deemed incomplete will not be considered.
9. Arrange meeting of the Awards Committee for selection of semifinalists (taking into consideration dates of the NAWIC Mid-Year Board of Directors' Meeting, and Annual Regional Forums). Prepare and distribute agenda for the meeting. Following the meeting, ensure that the Minutes are distributed.
10. Forward applications and evaluation sheets to the Awards Committee early enough for their review prior to the meeting.
11. Notify semi-finalists of selection, request proof of matriculation for the Fall Semester, Student ID# and the address of the school financial office where the award will be mailed by July 15<sup>th</sup>.
12. Request Trustee (US Bank) to release funds as directed by the Administrator, but no later than August 1<sup>st</sup>.
13. Forward request to Trustee (US Bank) for payment of Foundation expenses.
14. Notify Trustee (US Bank) to move chapter administrator fees out of Segregated Funds to Principle Account.
15. Prepare a press release for current year awards to The NAWIC IMAGE and documentation for the NAWIC website.
16. Prepare and present Pre-Annual Board of Directors' report and a brief Annual Meeting/Convention body report. (Request the financial data from Trustee (US Bank) early, as the final report is not received until after convention.)
17. Notify Trustee (US Bank) of new administrator.
18. Within thirty (30) days of NAWIC Annual Meeting, send all electronic and paper documents, including all applications (with no scoring sheets), to NAWIC Office. Send an electronic copy to new administrator.

## CALENDAR OF EVENTS

### OCTOBER THROUGH FEBRUARY

Answer special requests.

Contact hotel in meeting site area to arrange for Awards Committee meeting and then notify Committee.

Prepare report for the Mid-Year Board of Directors' meeting.

### MARCH/MAY

Make arrangements with Trustee (US Bank) to review status of trust.

Forward application and evaluation sheets to the Awards Committee early enough for their review prior to the meeting.

Awards Committee meets and selects semi-finalists.

Non-winners notified and thanked for applying.

### JUNE

All recipients notified of selection and requested to send FALL Semester registration information, Student ID# and school address where the award check should be mailed. Also ask their permission to release their information regarding the award. Advise recipients that checks are issued in August.

Prepare press release for The NAWIC IMAGE and the NAWIC website.

Notify NAWIC Office of Leadership Directory information for next following year.

### JULY

Prepare reports for the pre-convention Board Meeting and the Annual Meeting.

### AUGUST/SEPTEMBER

Authorize Trustee (US Bank) to release checks as information is received from scholars.

Notify Trustee (US Bank) of new administrator.

Notify Trustee (US Bank) to move chapter administrator fees out of Segregated Funds to Principle Account.

Within thirty (30) days of NAWIC Annual Meeting, send all electronic and paper documents, including all applications (with no scoring sheets), to NAWIC Office. Send an electronic copy to new administrator.

## AWARDING SCHOLARSHIPS THROUGH THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION

Affiliated NAWIC Chapters, companies, or other interested contributors may award academic scholarships through the NAWIC Founders' Scholarship Foundation (NFSF), by making tax-deductible charitable contributions to it. The following guidelines, along with some commonly asked questions and answers, have been prepared for those wishing to use this service.

1. The NFSF Administrator (whose name is available from the NAWIC Office or Leadership Directory) must be notified of the intent to use this method of award by February 15<sup>th</sup> of each year accompanied by the appropriate forms and applicable fees.
2. Donors may specify the school and field of study for the award.
3. Donors must specify the amount of the award(s) and submit a check sufficient to cover the scholarship grant and the administration fee. Administration fee is \$100 for the first grant and \$25 for each additional award (i.e., submit a check in the amount of \$600 for a \$500 grant; for two \$500 grants, submit \$1,000 plus \$100 for the first grant and \$25 for the second grant, for a total of \$1,125). The minimum scholarship which will be administered is \$500, with additional increments of \$100, \$200, \$300, etc. In view of the high costs of post-secondary education, the Foundation STRONGLY encourages awards at a minimum of \$1,000.
4. If a NAWIC chapter solicits funds for a scholarship grant by telling donors their contributions are tax-deductible as **charitable** donations, then the money raised must be kept in a separate bank account, with a separate ledger to identify the funds. These moneys must be sent to NFSF, which is a 509(a)(3) designated organization. This is necessary in order for donors to take a deduction on their income tax for the year in which they gave the money.
5. Donors may suggest a name for the award, although the NFSF retains the right to reject any suggestion that does not seem appropriate. Appropriate suggestions for scholarship names would be in the name of the chapter, a distinguished past member or officer of the chapter, or a local employer who has been very supportive of the chapter.
6. The standard NFSF application forms will be used to solicit applications for the award. The award will be made in strict adherence to EEO guidelines and according to the qualifications of the applicants. While NAWIC members and their families are welcome to apply for consideration, no preferential treatment will be given to them due to their relationship with a NAWIC chapter.
7. The NFSF will endeavor to make the award according to the criteria provided by the donor. If this is not possible, NFSF will confer with the donor contact in an attempt to select another qualified applicant as close to the criteria as possible. In the event the donor and the Foundation are unable to award a scholarship that meets the specified criteria, the donor may instruct NFSF if the funds are to be held until the following academic year or if the donation should be added to the body of the NFSF Trust (NOTE: Un-awarded funds ARE NOT returned to the donors due to the IRS ruling that this is in violation of the tax-exempt status of the Fund.)

## COMMONLY ASKED QUESTIONS:

1. What are the advantages of awarding a scholarship through NFSF?
  - Donations received can be tax-deductible due to the Foundation's 509(a)(3) status.
  - NAWIC members and families, who would not be eligible for scholarships from NAWIC chapters under current IRS regulations, can apply for NFSF-administered scholarships.
  - An experienced committee, acquainted with a broad variety of schools, programs and evaluation techniques will handle the administration.
  - Increased base of candidates for award selection.
  
2. Must the entire amount of our scholarship account be turned over to the NFSF?
  - No. You need only to fund the amount of the award(s), plus administration fee(s), that you wish to award in any particular year. Note: All funds that are solicited as charitable contributions must be turned over either to NFSF or some other qualified tax-exempt organization.
  
3. What does the administration fee cover?
  - Costs of distribution of applications to Awards Committee.
  - Postage, photocopying, and other administrative functions.
  - Secretarial support, if required.
  - Personal interviews for candidates, where possible.
  - Bank charges for handling funds.
  
4. If we decide to participate, do we have to award a scholarship every year through NFSF?
  - No. A continuing award is certainly an option, but the NFSF will administer one-time awards.

## APPLICATION FOR NFSF ADMINISTRATION OF SCHOLARSHIP AWARD

Date \_\_\_\_\_

Name of NAWIC chapter or individual/company \_\_\_\_\_

Name of Award(s) \_\_\_\_\_

Amount of Award(s). See Guidelines for award amounts, increments and administration fee.

- |    |                       |   |                             |   |                |
|----|-----------------------|---|-----------------------------|---|----------------|
| 1. | Award Amount \$ _____ | + | Administration Fee \$100.00 | = | TOTAL \$ _____ |
| 2. | Award Amount \$ _____ | + | Administration Fee \$25.00  | = | TOTAL \$ _____ |
| 3. | Award Amount \$ _____ | + | Administration Fee \$25.00  | = | TOTAL \$ _____ |
| 4. | Award Amount \$ _____ | + | Administration Fee \$25.00  | = | TOTAL \$ _____ |

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

We wish to have the award made at (school or state of award) \_\_\_\_\_

PLEASE BE SPECIFIC. Geographic references such as counties or regions within particular states are not enough information for the Awards Committee to locate eligible students. If at all possible, please name the schools. Realize that it is up to the chapter/individual/company to solicit students to apply for the scholarship.

A. We wish to award an Undergraduate Award to a student with this additional criteria: \_\_\_\_\_

**AND/OR:** \_\_\_\_\_

B. We wish to award a Construction Trades Award to a student with this additional criteria: \_\_\_\_\_

**OPTIONAL:**

- Please deduct the administration fees from our scholarship fund and award scholarships as directed above each year until the fund is depleted.

We understand that NFSF will make every effort to award a scholarship according to the criteria that we have set out in this application. In the event it is unable to do so, we understand that NFSF will contact us about the possibility of using our funds to award a scholarship to another qualified recipient as close to our original intent as possible.

\_\_\_\_\_  
Chapter President or Company Contact

\_\_\_\_\_  
Scholarship Chairman or (Person to conduct interview of semifinalists)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

***Check must accompany application.***  
***The NAWIC Office must receive this form and your check by February 15th.***  
E-mail address: [nfsf@nawic.org](mailto:nfsf@nawic.org)  
Crissy Ingram, CAE  
Mailing Address: 327 S Adams Street, Fort Worth, TX 76104



## **NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

[nfsf@nawic.org](mailto:nfsf@nawic.org)

### **UNDERGRADUATE SCHOLARSHIP CRITERIA**

#### **ELIGIBILITY**

- A. Applicant must be currently enrolled in a construction-related degree program at a school in the United States and must have a least one term remaining in a course of study leading to a degree or an associate degree in a construction-related field. High school seniors are not eligible.
- B. Applicant must desire a career in a construction-related field.
- C. Applicant must be enrolled full-time.
- D. Applicant must have a current cumulative GPA of 3.0 or higher to be considered for awards.

#### **REQUIREMENTS**

Applicant is responsible for ensuring that all items listed below are emailed to the Foundation and received by February 28<sup>th</sup>. Please attach in the order shown:

- A. Completed and signed Application Form.
- B. Official Transcript of grades for three most recent semesters. It is preferred to have official transcripts emailed from the institution and they must be received by February 28<sup>th</sup>. If a mailing address is needed for the official transcripts, please email that request to us at [nfsf@nawic.org](mailto:nfsf@nawic.org).
- C. Financial Need (one page limit).
- D. Extracurricular Activities listing (one page limit).
- E. Employment History listing (one page limit).
- F. Essay Questions (one page limit).

#### **AWARDS**

- A. Scholarships are not automatically renewed. Students will be considered for subsequent awards if they provide evidence of continued need, continued interest in construction, and continued enrollment and good standing in a college program leading to a degree or associate degree in a construction-related field.
- B. Applications will be reviewed and winners selected by the NAWIC Founders' Scholarship Foundation Awards Committee. They will consider applicant's interest in construction, grades, extracurricular activities, employment experience and financial need. All applicants will be notified of their status after the Awards Committee meeting no later than June 15<sup>th</sup>.
- C. Applicants selected may be subject to a personal interview with a representative of the NAWIC Founders' Scholarship Foundation or a member of NAWIC.
- D. Proof of matriculation for the next school term, and other information as designated by the Foundation, must be received by July 15<sup>th</sup>.
- E. Checks will be sent directly to the school no later than August preceding the school year.

#### **SUBMITTAL OF APPLICATION**

All applications, with supporting material, must be sent to the Foundation at [nfsf@nawic.org](mailto:nfsf@nawic.org).

**NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

[nfsf@nawic.org](mailto:nfsf@nawic.org)

Please type or print  
using blue or black ink.  
Copies will be made

**UNDERGRADUATE SCHOLARSHIP COMPETITION**

Academic Year Applying For: \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street & Number City, State, Zip Telephone

School Address: \_\_\_\_\_  
Street & Number City, State, Zip Telephone

E-mail address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**SCHOLASTIC INFORMATION** (List most recent first)

| Name            | City, State | Dates | Course of Study/Degree |
|-----------------|-------------|-------|------------------------|
| Current: _____  |             |       |                        |
| Previous: _____ |             |       |                        |
| Previous: _____ |             |       |                        |

Current Year in School \_\_\_\_\_ Anticipated graduation date (MM/YY): \_\_\_\_\_  
 Cumulative GPA (based on 4 point scale) \_\_\_\_\_ Program Length: \_\_\_\_\_  
 Hours/Credits currently enrolled: \_\_\_\_\_ Enrolled Full Time: Yes No

| <b>ANNUAL INCOME:</b>      |    | <b>ANNUAL EXPENSES:</b>                               |    |
|----------------------------|----|---|----|
| Net amount of support.     |    | Describe briefly                                      |    |
| Summer work                | \$ | Tuition   | \$ |
| Part-time work             | \$ | Living Expenses                                       | \$ |
| Scholarships (specify)     | \$ | Books   | \$ |
|                            |    | Lab fees  | \$ |
| Parent/Spouse contribution | \$ | Personal Expenses                                     | \$ |
| Other (specify)            | \$ | Miscellaneous (specify)                               | \$ |
|                            |    |   |    |
|                            |    |   |    |
| Total Income               | \$ | Total Expenses  | \$ |
|                            |    | <b>Total Financial Need</b><br>(Expenses less income) | \$ |

Student Loans (specify):

**FINANCIAL NEED:** Attach (no more than one page) an explanation of why you should be considered.

**EXTRACURRICULAR ACTIVITIES:** Attach (no more than one page) listing of activities, indicating offices held and purpose of organization. List chronologically, most recent first.

**EMPLOYMENT HISTORY:** Attach (no more than one page) listing of full or part-time employment, briefly explaining duties and responsibilities. List chronologically, most recent first. If part-time, indicate number of hours worked per week.

**ESSAY QUESTIONS:** Please confine your response to the following three questions to **one** page, total.

1. What qualities will you bring to the construction industry?
2. What has been your most important extracurricular activity, your most important contribution to it, and what has your participation in it meant to you as an individual?
3. Why are you interested in a construction industry career and what event or series of events has led you to this decision? Where possible, explain how your previous work experiences relate to a construction industry career.

**PREVIOUS NFSF AWARDS:** Indicate previous awards you have received from the NAWIC Founders' Scholarship Foundation (Show year and amount of award).

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I agree that the application and all attachments may be used for the purpose of evaluation and selection by the Awards Committee of the NAWIC Founders' Scholarship Foundation and/or representatives designated by the Awards Committee.

### THE FOLLOWING MUST BE COMPLETED OR INCLUDED TO BE CONSIDERED.

Check that all items have been included or completed:

Completed and signed Application enclosed.

Official Transcript of grades from three most recent semesters:

\_\_\_\_\_ Attached

\_\_\_\_\_ Mailed (must be received by February 28<sup>th</sup>)

\_\_\_\_\_ Emailed separately from institution

Have a current cumulative GPA of 3.0 or higher

APPLICATION MUST BE SIGNED TO BE CONSIDERED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### NOTES TO APPLICANT:

- To be considered, the Application and all attachments must be complete and received via email by February 28<sup>th</sup> for the next following academic year. Official sealed transcripts must also be received no later than February 28<sup>th</sup>. THIS DEADLINE IS STRICTLY ENFORCED.
- Only students enrolled in a school in the United States will be considered for awards.

**THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION IS AN EQUAL OPPORTUNITY ORGANIZATION ND ENCOURAGES APPLICATIONS FROM ALL INDIVIDUALS.**

## **NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

[nfsf@nawic.org](mailto:nfsf@nawic.org)

### **CONSTRUCTION TRADES SCHOLARSHIP CRITERIA ELIGIBILITY**

- A. Applicant must be currently enrolled in a construction-related training program which is approved by the Bureau of Apprenticeship Training, community college, technical school or equivalent.
- B. Applicant must be obtaining training in a construction-related craft or trade.

### **REQUIREMENTS**

Applicant is responsible for ensuring that all items listed below are emailed to the Foundation and must be received by February 28<sup>th</sup>. Please attach in the order shown:

- A. Completed and signed Application Form.
- B. Course description, including location and cost.
- C. Financial Need (one page limit)
- D. Extracurricular Activities listing (one page limit).
- E. Employment History listing (one page limit).
- F. Essay Questions (one page limit).

### **AWARDS**

- A. Scholarships are not automatically renewed. Students will be considered for subsequent awards if they provide evidence of continued need, continued interest in construction, and continued enrollment and good standing in a in a construction-related field.
- B. Applications will be reviewed and winners selected by the NAWIC Founders' Scholarship Foundation Awards Committee. They will consider applicant's interest in construction, extracurricular activities, employment experience and financial need. All applicants will be notified of their status after the Awards Committee meeting no later than June 15<sup>th</sup>.
- C. Applicants selected may be subject to a personal interview with a representative of the NAWIC Founders' Scholarship Foundation or a member of NAWIC.
- D. Proof of matriculation for the next school term, and other information as designated by the Foundation, must be received by July 15<sup>th</sup>.
- E. Checks will be sent directly to the school no later than August preceding the school year.

### **SUBMITTAL OF APPLICATION**

All applications, with supporting material, must be sent to the Foundation at [nfsf@nawic.org](mailto:nfsf@nawic.org).



**COURSE DESCRIPTION:** Please attach the information regarding the course description, including program location, for which you will be attending.

**FINANCIAL NEED:** Attach (no more than one page) an explanation of why you should be considered.

**EXTRACURRICULAR ACTIVITIES:** Attach (no more than one page) listing of activities, indicating offices held and purpose of organization. List chronologically, most recent first.

**EMPLOYMENT HISTORY:** Attach (no more than one page) listing of full or part-time employment, briefly explaining duties and responsibilities. List chronologically, most recent first. If part-time, indicate number of hours worked per week.

**ESSAY QUESTIONS:** Please confine your response to the following three questions to one page, total.

1. What is your ultimate goal in the construction industry?
2. What has been your most important extracurricular activity, your most important contribution to it, and has your participation in it meant to you as an individual?
3. Why are you interested in a construction industry career and what event or series of events has led you to this decision? Where possible, explain how your previous work experiences relate to a construction industry career.

**PREVIOUS NFSF AWARDS:** Indicate previous awards you have received from the NAWIC Founders' Scholarship Foundation (Show year and amount of award).

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I agree that the application and all attachments may be used for the purpose of evaluation and selection by the Awards Committee of the NAWIC Founders' Scholarship Foundation and/or representatives designated by the Awards Committee.

**THE FOLLOWING MUST BE COMPLETED OR INCLUDED TO BE CONSIDERED.**

Check that all items have been included or completed:

- Completed and signed Application enclosed.
- Information on the course that you will be taking

APPLICATION MUST BE SIGNED TO BE CONSIDERED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES TO APPLICANT:**

- To be considered, the Application and all attachments must be complete and received via email by February 28<sup>th</sup> for the next following academic year. **THIS DEADLINE IS STRICTLY ENFORCED.**
- Only students enrolled in a school in the United States will be considered for awards.

**THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION IS AN EQUAL OPPORTUNITY ORGANIZATION AND ENCOURAGES APPLICATIONS FROM ALL INDIVIDUALS.**