



Chinese Association of Professionals in Science and Technology

High School Education Foundation Scholarship Fund

Rules and Regulations

Established in June 2006

I. SCHOLARSHIP AWARDING COMMITTEE

1. Mission

To grant scholarships to high school students who are of Chinese descent and/or have strong and documentable interest in Chinese culture and society.

2. Specific Responsibilities

- Work with CAPST president and treasurer closely for the available funds
- Propose to CAPST board the number and amount of awards to be given for the year the committee serves.
- Publicize availability of the scholarships to the Chinese-American Community.
- Collect applications and notify applicants of the application receipt.
- Select scholarship recipients and notify applicants of the decision (regardless of whether or not the applicant has been awarded the scholarship).
- Monitor and measure the impact of the scholarships.
- Coordinate with and participate in the Scholarship Fund raising efforts
- Propose to CAPST board the selection criteria or amendment of the criteria when necessary.

3. Committee Formation

The committee consists of a minimum of five members, and the number of the members must be odd. The members and the committee chair are annually appointed by the CAPST board of directors. In general, CAPST treasurer serves as one of the committee members. A person whose direct relative applies for the scholarship is not qualified to be a committee member.

4. Term of Appointment

The committee appointment is for a one year term.



5. Scholarship Recipient Selection

- The committee will review all the files within one month after the application deadline.
- The committee will meet and select the recipient in accordance with current eligibility rules and selection criteria.
- After the candidates are selected, CAPST board of directors should be informed. The Committee will prepare a report, identify their selected applicants, and inform the board members two months prior to the CAPST annual convention.

6. Meeting Schedule and Agendas

All meeting schedules and agendas are set by the chair of the committee.

7. Governance

The committee must vote with a majority to make any changes in governance. The scholarships will be awarded based on a majority vote of the group.

II. APPLICANTS AND APPLICATIONS

8. Eligibility

The applicants must meet the following basic requirement when considering their applications:

A full time student of an accredited high school in the greater Houston areas in the state of Texas. Junior and senior high school students are preferred.

Either has:

1. U.S. Citizen
2. Family income is low or moderate income (annual family income is less than \$56,079)

OR

1. Have legal immigration status
2. Have achieved scores on an accepted nationally formed test of academic ability, such as, but not limited to, the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the School-College Ability Test (SCAT), which place them at or above the seventy-fifth (75th) percentile; and have achieved a high school grade point average which ranks them in the upper twenty-five percent (25%) of their high school graduating class.

9. Awarding Criteria



The Scholarship Awarding Committee will consider applicants according, but not limited, to the merit in the following areas:

- Scholastic achievement (SAT, ACT, or SCAT, etc)
- School ranking
- Community volunteer work
- Awards and honors (academic, musical, athletic, art, etc)
- Special talents and contributions to science and technology
- Leadership qualities
- Essay
- Recommendation letters (The recommendation letters from the school teachers are preferred)
- Family income

10. Applications

- Those interested in applying for the scholarship should use the application form that can be downloaded from CAPST website at www.CAPST.org
- Applications must be post mailed to CAPST office at the address of:
5925 Sovereign Dr., Suite 5, Houston, TX 77036
or to such new addresses as directed to on CAPST website.
- Applications must include the following information about the applicant:
 - a) Copy of SAT/ACT/SCAT and other test scores.
 - b) Documents that show the school rank of the applicant.
 - c) Documents of community volunteer work.
 - d) Documents that show awards from competitions (regional as well as national), or publications in newspaper, journals, or other articles.
- The applicant may also include other information that he or she feels will be helpful to the selecting panel.
- The recommendation letters should either directly sent by the references to the above address, or sealed in a separate envelop with the reference's signature on top of it and delivered with the other application documents required.

11. Deadline

The deadline for applications to be received is to be decided by the scholarship awarding committee each year, which must occur before CAPST's annual conference. No application will be considered beyond the deadline unless a special postpone notice is issued by the Scholarship Awarding Committee at the CAPST website. The committee may request to the applicants for additional information deemed as necessary.

12. Application Form

Application form can be found and downloaded from CAPST website.



13. Applicant's Obligations

Unless approved by CAPST otherwise, the recipient must appear in person and attend the CAPST Annual Convention. The recipient will be notified by the Scholarship Awarding Committee at least two weeks advance. Information on the CAPST Annual Convention will be available on the CAPST website.

14. Distribution of Funds

- All awards will be announced one month prior to the CAPST Annual Convention (September or October in general). The names of the recipient and their qualifications will be released on CAPST website, Chinese community newspapers, and other possible media.
- The CAPST treasurer is responsible for the fund transfer.
- Award ceremony will be held in the CAPST annual convention.
- Each scholarship recipient will be awarded including cash and an award certification from CAPST.

III. CAPST EDUCATION FOUNDATION

15. General funds

The scholarship funds are made possible from the donations of CAPST members, corporate sponsors, and others individuals. Donations to CAPST Education Foundation are qualified to be exempted from federal income tax under IRS 501(c) 3 code.

16. Special funds

Individuals or corporations may set long term foundations (a minimum of a five-year commitment) under CAPST Education Foundation. The name of such a foundation as well as special criteria may be proposed by the client and approved by the CAPST board. A contract will be signed between CAPST and the client before the foundation is announced to public. Those interested may download the Foundation Establish Form from CAPST website and submit the form directly to CAPST.

IV. OTHERS

- CAPST reserves its right to change or add to these rules whenever necessary or desirable.
- CAPST reserves its right to withdraw a scholarship from a recipient should she or he be found providing the false information in order to get the award.
- For further information on the CAPST Education Foundation, please visit CAPST at www.CAPST.org or call 281-797-5614.