

EXPLANATION OF CHANGE

ACTION: To add language to the procedure manual to reflect changes to Section 3.0: COMMITTEES; *Awards Committee*

JUSTIFICATION: To add an award that will aid undergraduate students to attend the NC Chapter meeting each year. This award will help students become more involved in NCAFS.

EXPLANATION: Changes will establish an undergraduate student travel award of \$300 to attend the annual NC chapter meeting of the American Fisheries Society. The deadline for the award will be January 15th of each year. An online application form and procedural description will be available to members. Specific criteria must be met in order to be eligible for the award.

**PROCEDURE FOR THE
NORTH CAROLINA CHAPTER AMERICAN FISHERIES SOCIETY
UNDERGRADUATE STUDENT TRAVEL AWARD PROGRAM**

In 2018, the North Carolina Chapter of the American Fisheries Society (NC AFS) established an Undergraduate Student Travel Award Program for the specific purpose of encouraging maximal participation of undergraduate students in the annual meeting of the North Carolina Chapter of the American Fisheries Society. Support is provided via an award of \$300 to help defer the cost of travel, registration, and accommodations. A maximum of 3 awards will be given each year. Awards will be made directly to the students prior to the annual meeting.

Eligibility Requirements and Limitations: Any undergraduate student enrolled as a full-time student at any college or university within the State of North Carolina is eligible. Specifically, each applicant must (1) be a registered full-time student at an in-state institution; (2) Must have a GPA of 3.0 or higher at the time of the application; and (3) obtain a written endorsement from a faculty adviser.

Application Materials: The following materials comprise a complete application package: One copy of the complete application package must be received by the Student Awards Committee on or before **January 15**. Failure to meet the deadline or to follow instructions invalidates the application.

- 1) A completed application form (posted on Chapter web site).
- 2) A one page essay describing career interests and objectives.
- 3) A letter of recommendation (one page maximum) from a faculty adviser.

EACH APPLICATION MUST STAND ALONE: GROUP APPLICATIONS WILL NOT BE ACCEPTED.

Evaluation Procedures: Awards are intended to support travel from a variety of institutions. Therefore, no more than 2 student travel awards will be made to students from any one institution, provided there are qualifying applications from more than one institution. Because the number of awards is limited by available funds, applicants will be ranked on the basis of the following criteria:

- 1) Completeness and timeliness of the application package;
- 2) Quality of the essay;
- 3) Letter of recommendation; and
- 4) Equal Opportunity Criteria

Submit Application Materials on or before January 15 by E-mail to: Dr. W. Gregory Cope at greg_cope@ncsu.edu

**NORTH CAROLINA CHAPTER AMERICAN FISHERIES SOCIETY
UNDERGRADUATE STUDENT TRAVEL AWARD APPLICATION**

Name _____

Department or Program _____

College or University _____

Address _____

TEL _____ FAX _____ E-Mail _____

Please certify to the following conditions by signing below:

1. I certify that I am a full-time student at a college or university in North Carolina.
2. I certify that I have a GPA of 3.0 or higher.

Applicant's Signature _____

TO THE FACULTY ADVISOR:

How many applicants are applying for a Undergraduate Student Travel Award from your program? _____

If more than one undergraduate/graduate student is applying, please send a letter or e-mail directly to Dr. W. Gregory Cope's office at the address below indicating a rank-ordering of the applicants. By signing below, you certify that the applicant is a full-time student in good standing.

Faculty Advisor Name _____

TEL _____ FAX _____

Signature _____ E-Mail _____

Date _____

Note: The following materials comprise a complete application package:

- 1) This completed application form.
- 2) A copy of the applicant's essay on their career interests and objectives.
- 3) A letter of recommendation (one page maximum) from the applicant's research advisor.

SUBMIT APPLICATION MATERIALS BY E-MAIL TO: Dr. W. Gregory Cope at greg_cope@ncsu.edu

DEADLINE FOR RECEIPT: January 15

PROCEDURE MANUAL EDITS

Undergraduate Student Awards

The Undergraduate Student Award Program recognizes academic achievement and encourages maximal participation of undergraduate students at the annual North Carolina American Fisheries Society meeting. Chapter support will be provided via an award of \$300 to help defer the cost of travel, registration, and accommodations. The maximum number of 3 awards will be given each year for a total of \$900. The Chapter's Executive Committee will make final decision on awards based on the recommendation by the Awards Committee. Undergraduate student award recipients remain eligible for Chapter-supported student travel awards to the Parent Society meeting, provided they meet the Student Travel Award criteria. Any undergraduate student who is enrolled as a full-time student at any college or university within the State of North Carolina is eligible. Only one award per student is permitted each year. Specifically, each applicant must (1) be a registered full-time student at an in-state institution; (2) Must have a GPA of 3.0 or higher at the time of the application; and (3) obtain a written endorsement from a faculty adviser.

Application materials can be obtained from the Chapter website. Applications must be submitted by the specified deadline and have endorsement of a faculty adviser involved in the student's academic curriculum. The Awards Committee will review each applicant for merit and forward recommendations to the Executive Committee for approval.