



NEW ORLEANS CHAPTER SCHOLARSHIP PROCEDURES AND GUIDELINES

IT ALL STARTS WITH AN APPLICATION

The New Orleans Chapter of the American Association of Drilling Engineers has awarded scholarships to individuals attending universities and colleges in the United States for the past several years. The opportunity to do this has not only been for the individual student who applies, but also rewards the members of our fellowship with the opportunity to contribute to our fellow man, the future engineers and safety personal of our industry.

The National AADE Organization does not offer scholarships at this time to individual students, but is represented by the individual chapters in this endeavor. Each chapter, sets up the standards with which that chapter wishes to choose and award their candidates. There is generally no set amount of money or number of students, which may receive this award during the year, but it is generally set up from the raising of funds by chapter from the previous year.

This document is a set of guidelines, prepared by the New Orleans Chapter of AADE. These guidelines may be similar to other AADE chapters across the United States, but do not represent those chapters, only the New Orleans Chapter.

Each award, by the New Orleans AADE Chapter, is desired to help the recipient in their endeavors to continue their education at the university or college of their choice, within the State of Louisiana.

It is to be understood that no guarantee of success is provided by this gift – the hard work and effort will be up to you the student.

We truly welcome the opportunity for every candidate to apply for a scholarship for the year that the award is offered. Each candidate must reapply, each year, to be considered for that year's award.

WHO IS ELIGIBILITY?

- **Any full time student enrolled in a technical or HSE (Health Safety & Environment) academic discipline at a 4 year or 2 year accredited Louisiana University or College.**

The NO Chapter's definition of full time, is a 12-hour class load (or 9 hour Summer class load) taken in the semester that the student applies. The Fall Semester is normally when the NO Chapter accepts applications are submitted. If the student is not a full time student during the semester when the application is submitted, the application is not accepted.

Although other AADE Chapters may accept applications from students attending out of state schools, our local chapter has decided to review scholarships within the area of our general membership for the NO Chapter. Therefore, the student must be enrolled in a 4 year or 2 year accredited Louisiana University or College.

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- **The overall GPA or GPR of the student must total at least a calculated number of 2.5 out of a possible 4.0.**

We recognize that every student will not be an “A” student. Sometime semesters may have proven harder than other semesters or the student may be changing his curriculum or major. However, anything below a 2.5 GPA or GPR overall average, and the application may not be accepted for that year.

- **The applicant must have completed a minimum of 30 credit hours.**

The NO Chapter wishes to acknowledge the importance of the incoming freshman into the university and college system. However, since our chapter reviews the grades of the student, from their transcript – we have found that the incoming freshman many times do not have the available grades to calculate a “score” for a scholarship determination. We don’t wish to discourage a freshman student from studying hard, but it is our wish that the applicants have at least completed a minimum of 30 credit hours on a transcript and be in good standing with their university or college.

- **The candidate must return a completed AADE New Orleans Scholarship Application with his or her original signature, with an unofficial transcript included from the last semester attended. The applications are normally accepted between August 1 and October 15 of each calendar year.**

The application may be found at <http://www.aade.org/new%20orleans/>.

Review the application carefully and answer the questions as best as you can. Although a hand written application will be accepted, if not done legibly it may well not represent the “true” applicant and may be misunderstood due to spelling or grammatical errors. Part of the responsibility of a successful engineer or technical person is the ability to communicate and write reports for others to read. The proper submission of this application may well be a start for some of you.

Take your time in filling it out. It is our way of getting to know you better as a person, since unfortunately you may never have met one of our chapter members due to distance or time.

The application should be returned in English.

The Scholarship Application and Its Required Attachments

- If needed, additional pages may be attached to the application to explain any of the areas that the application requests information. All information is maintained as confidential and remains within the New Orleans Chapter.
- The information will be used by the NO AADE Chapter Steering Committee to choose the best candidates for the available funds for that year. The following items are the most important and should be addressed on the application:
 - **List his or her role in the AADE -Student Sections at your university or college, or other engineering or safety organizations such as SPE, ASME, NACE, AAPG, ASM, etc. or Student Government**

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Participation in any organization is important and provides the student with the lessons of leadership and management. We encourage your work on your student section boards and the committees related to those organizations.

- **State his or her interest in the petroleum industry. Include any courses that show their interest in drilling engineering or well operations.**

Let us know why you would like to work in the Petroleum Industry and how you may have gained your interest in this field. We would like to know the courses that you may have taken that interested you in this field, especially in the Drilling Engineering or Well Operations Areas, in which most of our chapter members have their employment. One never knows if someone is looking to hire someone for a summer internship or full employment upon graduation.

- **State his or her prior work history in resume form or in the form of a list with a description of duties and responsibilities. This may include research projects and summer work.**

We would like to know if you have actively started taking part in this industry or if you have taken part in financing your own education. We would like to know your work history. Many of our members worked in the oilfield during the summers while attending school. Some of us returned from full time employment to continue our education at the university or college level.

- **State his or her financial need (optional).**

This is optional, however, it may help in our determination of how large an award may be given to the student. We would like to know if you have any other awards of financial nature to help you in your studies.

- **State his or her relationship with any AADE member. Note – Info is for disclosure purposes only, AADE member dependents will not be given preference over applicants with no family contact**

- **The Academic Transcript of your entire university or college record used to calculate your GPA or GPR must be included in the package.**

A copy of your academic transcript must accompany the application. Although an “official” sealed transcript from the registrar is not necessary, a copy from the your college web site is acceptable. No self-generated “spreadsheet” or “word document” transcript of your grades will be accepted.

- **A recommendation letter from a faculty member or prior supervisor is encouraged, but is not a requirement.**

- **The completed application, with it’s attachments, will be submitted to the address and individual(s) listed on the NO AADE Chapter application form. The application form must be signed by the candidate and dated.**

The **return address** and **email addresses** are located on the “bottom” of the second page of the application. The place for your signature and the date of your signature is located in this “area” of the application also.

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- **It is the sole responsibility of the applicant to submit the application.**

It is the responsibility of each applicant to prepare and submit his or her application. Although you may be helped in its preparation, it is not the responsibility of a professor or parent to submit your application.

The Selection and Disbursement of Funds

- **The applications are accepted between August 1 and October 15 of each calendar year.**

- **The applications are review and ranked by the NO AAE Steering Committee between October 15 and November 15 of each calendar year.**

Following the receiving of the applications after October 15, the NO Chapter Steering Committee meets to review the candidates and rank each candidate based on our criteria. This criterion is determined by the members of the Steering Committee and may change for each year.

Using the rankings and the amount of available funds for that year, the final recommendation and amounts are determined.

- **The NO AAE Steering Committee submits the ranked candidates with the recommended amounts to the NO AAE Chapter Board for approval by November 15.**

The “ranked” candidates are submitted to the NO Chapter board for approval. Our goal is to have this completed by November 15, of the award year.

- **After the approval by the NO Chapter board, the award winners are notified either by email or by phone, from the data submitted on the application. Those applicants, whom are not successful, will also be notified either by email or by phone.**

The award winners are invited to attend the NO Chapter Christmas Social, which is normally held in the first or second week of December. This Social replaces the monthly NO Chapter meeting. At that time, the award is given as a “check” to the recipient. The funds are not given to “projects” or “grants”. A picture, of the winners, is normally taken and printed in the following NO Chapter Newsletter.

If the award winner is unable to attend the Social, then it is up to the award winner to contact the NO AAE Board to pick up the award. The check will not be given to anyone other than the award winner.

If no phone number or email accompanies the application, the AAE NO Board will make every effort to contact the winners and unsuccessful applicants, but the AAE NO Board is not responsible if the information is incorrect or not available.

- **It is the responsibility of the award recipient to address any Federal or State Tax Issues related to these monies.**

The NO Chapter of AAE is not responsible for submitting the tax paper work for the individual, if required.