

Oregon Dental Hygienists' Association

Policy: **Scholarships 03-03**

Program: **Committees and Programs**

Effective date:

Last revised date: 7/2017

Purpose: To guide the Oregon Dental Hygienists' Association's (ODHA) awarding of annual scholarships to dental hygienists who have made outstanding contributions to the profession, dental hygiene students who have or are expected to be instrumental in serving the dental hygiene profession, or an outstanding graduating dental hygienist.

Policy: Composition of Scholarship Committee:

- The President will appoint the chair of any scholarship committees with approval of the Board.
- Each committee will also have an ODHA Board Director as a member.
- Each scholarship chair will nominate at least two other members to serve on their respective scholarship. Members must be reviewed and approved by the president with ratification by a majority vote of the Board.
- If the numbers of members fall below the required minimum of chair, board member, and two additional members, replacement members shall be appointed by the President before proceeding with any further business.
- Each chair and member of his or her respective scholarship committee shall serve for a two-year term. Upon completion of such term, an outgoing chair or member may be eligible for continued nomination without a limit to reelection.
- Membership should be staggered so that approximately half of the members are eligible for continued nomination each year.
- Members of the committee may resign for any reason or may be removed at the discretion of the President or scholarship committee chair. Involuntary removals must be approved by the president and ratified by the board with a majority vote, no later than the following board meeting. Emergency removals may be conducted via email, phone conference, or teleconference.

Scholarship Committee Members Expectations:

- Any members of a committee shall disclose all conflicts of interests (ie. student, friend, co-worker, etc.) regarding scholarship applicants. The member will not vote for a scholarship recipient for the given year.
- Members must attend at least one meeting via phone, tele-conference, or face-to-face each year to remain on their respective scholarship committee.

Scholarship Committee Business:

- A quorum will consist of any present members.
- Each scholarship is responsible for identifying scholarship recipients based on published criteria, and such criteria may be changed annually by the chairs upon a

majority vote of their members. The scholarship must remain dental hygiene related and provide funds to a dental hygienist or dental hygiene student that merits assistance based on such criteria.

- Scholarships will be permitted the use of ODHA's EIN.
- The association's treasurer should have real time access to fund information to be shared at any time with the finance committee.
- The scholarship committee chair and association treasurer shall each be an account signatory, if any financial accounts exist.
- Any funds not distributed in a given year shall not be used for any purpose besides reinvesting in the scholarship fund. These monies will simply increase the scholarship account balance.
- Requests for disbursements of funds shall occur through the expense and reimbursement request process of the Expense Policy and Procedure.
- Information regarding the applications submitted by candidates shall remain confidential, without exception.
- No one involved with the Scholarship Committee shall receive remuneration for their participation.
- There may be an audit requested by the ODHA Finance Committee and would be conducted by a professional auditor or firm selected by the ODHA Finance Committee, or a review of the financial statements by a certified public accountant. Copies of any report or review shall be provided to the ODHA Board of Directors.

Procedure:

- The committee shall meet as often and at such times as deemed necessary by the chair, but at least annually.
- Written notice to all members of the committee, including the BOD member, will occur via mail or email no less than one week prior to the meeting. The chairs will be responsible to provide adequate notice.
- Chairs will be responsible for providing an agenda and taking minutes, but may delegate the responsibility.
- If the BOD committee member is unable to attend any meetings, a member of the Executive team will be delegated to join instead by the President.
- Minutes will be provided after each meeting to the president and treasurer of the association within 30 days of the meeting.
- Recipients shall be identified no later than Oct 1 of each year.
- Awards will be presented at ODHA's Fall Conference.
- Presenters of the award shall be nominated by each respective chair and approved by the president by Oct 1. If an unforeseen replacement presenter must be found, the president will select the alternative and may consider the recommendation of the chair.
- Chairs shall produce a quarterly report to be provided to the board and published by ODHA at least two weeks prior to annual session. The report should include program goals, activities, accomplishments, total income during the year, award recipients, and specific monies awarded and spent.

Dennis Muir Scholarship

Purpose: To financially support dental hygiene students who exhibit scholarship, leadership, compassion, ethical standards and community service.

Policy: The Dennis Muir Scholarship Award began in 1990 in honor of Dennis Muir, a longtime supporter of preventive oral health care and community volunteerism. During his long working career with Proctor and Gamble and in his retirement Dennis continues to be involved in community service.

- To be eligible for the Dennis Muir Scholarship, the applicant must be an Oregon resident, a first year dental hygiene student attending an Oregon program and have at least a 3.0 GPA at the completion of the first term of dental hygiene.
- The criteria for choosing the scholarship winner are scholarship, leadership, community activity, compassion, communication skills, and ethical standards. One Scholarship is presented each year at the ODHA Annual Meeting. The top applicant from each school not receiving the Dennis Muir Scholarship will be presented a non-monetary Award of Excellence Certificate.
- Recognition of award recipient at annual session by ODHA president or representative appointed by the ODHA President

Donations come from ODHA, local hygienists and individuals. Donations to support this Scholarship are always welcome and can be sent to:

**Dennis Muir Scholarship Award
10631 SW 64th Dr.
Portland, Or 97219**

The scholarship is also partially funded by the sale of license mats.

Procedure:

Current applications can be downloaded from http://odha.org/Dennis_Muir_Scholarship

Dennis Muir Awards of Excellence

Purpose: The top applicant from each school not receiving the Dennis Muir Scholarship will be presented a non-monetary Award of Excellence Certificate.

Policy: Recognition of award recipient at annual session by ODHA president or representative appointed by the ODHA President

The award is based on points assigned on the student's essay, their GPA and a faculty review. The student with the most number of points is chosen to win the Dennis Muir Scholarship, while those with the highest points from each school will win an Award of Excellence. The only schools who do not receive an Award of Excellence are schools where no one sent in an application, and the school with the winner of the Dennis Muir Scholarship award does not get an Award of Excellence

Procedure: Current applications can be downloaded from:
http://odha.org/Dennis_Muir_Scholarship

Lois Whitford Memorial Scholarship

Purpose: The Lois Whitford Memorial Scholarship is a scholarship that was formed in 1997 by ODHA's Professional Development Council at the ODHA HOD in 1996 after the passing of Lois Whitford in June of 1994. This scholarship honors the memory of Lois Whitford. Lois was a very influential leader within Oregon Dental Hygienists' Association and the American Dental Hygienists' Association. She graduated from the University of Oregon Dental Hygiene School and taught there several years before establishing and chairing the dental hygiene program at Mt. Hood Community College in 1970. Lois retired in 1984 and continued her spirited leadership through various ODHA activities. She was the first recipient of the Oregon Dental Hygienists' Association's Outstanding Dental Hygienist Award, now renamed the Lois Whitford Outstanding Dental Hygienist Award.

Policy: The Lois Whitford Scholarship is awarded to those students who demonstrate the passion, qualities and spirit of Lois Whitford.

The committee members are ODHA members willing to serve who have shared a history with Lois.

Recognition at annual session by ODHA president or representative appointed by the ODHA President

Procedure:

- Annual letters sent to all Dental Hygiene programs in Oregon with instructions and criteria for scholarship applicants
- Scholarship award will cover the cost of the WREB State board exam (\$1000)
- Applicants must be senior dental hygiene students
- Applicants must send a written essay on how they plan to effect change in their new profession
- Recipient must demonstrate innovative leadership qualities consistent with qualities of Lois Whitford and standards upheld by ODHA
- Essays are distributed to all committee members for grading and rating
- Results are compiled with recipient chosen
- Chair contacts recipient, encouraging attendance at the General Assembly
- Chair requests funds from the LWMS account to be sent to recipient
- Scholarship funds are generated by State and Component donations with one annual fundraising dinner event.