NAHB Professional Women in Building
Local Council Program Tool Kit Series
# 8 – Scholarship Distribution
INDEX OF NAHB PROFESSIONAL WOMEN IN BUILDING COUNCIL SCHOLARSHIP PACKET

1. Introduction
2. Overview of Scholarship Program
3. Professional Women in Building Council Scholarship Application Form
4. Recommendation Letters (Academic, Personal, Professional)
5. Notice Letter to Educational Institutions
6. Sample Letter to Educational Institutions
7. Sample Letter Rejecting Scholarship Application
8. Talking Points for Contributions and Pledges
9. Contribution/Pledge Letter to Members
10. Pledge Sheet
11. PR Blurb
12. Sample invitation to Awards Luncheon
13. NAHB Professional Women in Building Council Scholarship Policy
Acknowledgements

The Scholarship Tool Kit was developed by members of the NAHB Professional Women in Building Council. Special thanks go to Juli Bacon and to Alicia Huey for their efforts in developing this resource.

The NAHB PWB appreciates the generosity of the HBA of Northern California and the Madison Area (WI) BA Professional Women in Building Councils for the use of their scholarship materials.
Introduction

State and local Professional Women in Building (PWB) Councils affiliated with the National Association of Home Builders (NAHB) often participate in scholarship programs.

Participating Councils raise scholarship funds through many avenues. Funds may come from NAHB awards competitions, local event fundraising, grants from state and local home builder associations and other organizations, and in a host of other ways.

Regardless of how these funds are raised, all NAHB PWB Councils then look to the next step – how to distribute the scholarships. For some Councils with long time programs in place, this is easy; for others there may be challenges.

The purpose of this tool kit is to give state and local PWB Councils suggestions for ways to develop and implement a scholarship program. The tool kit may be used to start a new program or revise a current one. Councils may choose to adapt all or some of these suggestions or none at all.

The final section of the Tool Kit includes information on the NAHB PWB Council Building Hope Scholarship Fund. Councils using these funds in their scholarship programs need to be aware of the special policies that apply.

For additional information, please contact the NAHB Professional Women in Building Council at (800) 368-5242, ext. 8410 or womeninbuilding@nahb.org.

Throughout this document, the following acronyms are used:

BIA – Building Industry Association

HBA – Home Builders Association

NAHB – National Association of Home Builders

PWB – Professional Women in Building
Considerations

Before you begin, your Scholarship Committee needs to consider:

**Funding:**

1. Determine resources for funding:
2. Are you planning to accumulate funds and distribute a percentage every year? - or -
3. Will you distribute all funds annually?
4. Determine a target budget
   Remember to allocate funds to printing and marketing as well as the scholarships
5. Will the funds be part of another scholarship budget (within the BIA/HBA) - or -
6. Will they be held separately

**Scholarship Criteria:**

Determining who will receive scholarships:

1. High School graduate or in a school of higher education
2. Scholarship market:
   - Vocational programs
   - Job training
   - 2-year college
   - 4 year college or university
   - Graduate education
   - Continuing professional education
3. Grade requirements
4. Income requirements

Determining who is eligible

1. Council and HBA members
2. Children of Council/HBA members
3. General public

**Marketing:**

Determine the target(s) for marketing the program:
1. High school counselors
2. Vocational education programs
3. University career offices
4. Students
5. Previous applicants
6. Members

Determine venues you’ll use:

1. Newspapers
2. HBA/BIA print materials
3. Flyers and brochures
4. E-mail “blasts”

**Selection:**

Determine how you’ll make your decision:

1. How will you decide
   - Through competition
     Drafting, portfolio, etc.
   - Based on the application

2. Who will decide
   - Committee
   - Other Council members
   - HBA/BIA members
   - Community members
   - Others?

3. Determine criteria
   What are the priorities?
   - Gender preference
   - Field of Study preference
   - Merit or financial need

**Distribution:**

1. At an event
2. By personal notification

**Post Distribution**
1. Press releases
   - Determine outlets
2. Other
Sample Scholarship Information

The HBA/BIA PWB Council Scholarship

ELIGIBILITY REQUIREMENTS

1. Applicant must be registered as a full-time student this coming fall or be a senior in high school planning to enroll in a college, university, or vocational program following graduation, or have at least one full academic year of course work remaining after the scholarship is received at a two or four year college/university or vocational program.
2. All portions of the application must be completed and include an essay, three recommendations, and a complete and official transcript of credits. It is the responsibility of the applicant to ensure that all portions of the application are received by the HBA/BIA PWB Council prior to the deadline. Applications postmarked after the deadline may not be considered.
3. Preference will be given to applicants who would be unable to afford an education without assistance.
4. Preference will be given to women students.
5. Preference will be given to members of the HBA/BIA (or will be a member in the upcoming semester).
6. Applicants must be pursuing study in a housing related program such as construction management, building, construction technology, civil engineering, architecture, design or any of the trade specialties at the college or university they attend.
7. Applicants must maintain a minimum of a GPA of 2.5 for all courses and a 3.0/4.0 GPA for core curriculum courses. If the GPA should fall below these requirements, the HBA/BIA PWB Council Scholarship Committee reserves the right to cease further funding of the scholarship.

CATEGORIES OF AWARDS

1. Category I - Awards to students attending college, university or vocational/technical school
2. Category II - Awards to industry professionals seeking professional development and/or certification
AWARDS

1. The scholarship will be in the amount of up to $
2. Applications will be reviewed and winners selected by the HBA/BIA PWB Council Scholarship Committee. Consideration will be given to financial need, career goals, academic achievement, employment history, extra auricular activities and letters of recommendation.
3. Scholarship checks are payable in the name of the institution the recipient is or will be attending. Scholarship awards are distributed by the CHF. The HBA/BIA PWB Council manages the scholarship program.
4. Scholarship recipients will be notified by mail.

USE OF SCHOLARSHIP AWARDS: The scholarship award may be used to pay for tuition, fees and/or books.

FORMS and DEADLINES:

Completed applications should be sent to:

HBA/BIA Scholarship Program

Chairman: Scholarship Committee

Address

Deadline Date:
HBA/BIA Professional Women in Building Council Scholarship Fund
Application Form

APPLICANT: Please complete ALL sections of the application. Please type or print clearly in black or blue ink. Incomplete applications may not be considered. Application deadline:

CATEGORY I ___________ CATEGORY II ___________

PERSONAL INFORMATION:

Name (last, first, middle) ____________________________________________

Mailing Address

City, State, ZIP

Telephone Number

E-Mail Address

Social Security Number

Are you a US Citizen?: (if no, please indicate citizenship country) ______________

Citizenship Information
or permanent resident-alien number) _______________________________________

Permanent Address

City, State, ZIP

Telephone Number

1. EDUCATIONAL INFORMATION/HISTORY

For high school students

Name of school: ________________________________________________________
Expected date of graduation: ________________________________

Expected institution of further study: ________________________________

Have you applied for admission? ______ (Include application)

Have you been admitted? ______ (Include letter of admission)

For post high school students

Name of institution of higher learning: ________________________________

Are you currently enrolled at this school? ________________________________

Current Year in School: ________________________________

Major: ____________ Anticipated Date of Graduation: ________________________________

Cumulative GPA (4 point scale): ________________________________

Major GPA (4 point scale): ________________________________

Date of High School Graduation: ________________________________

Educational History. Provide the names, city and state of higher education institutions you have attended or are currently attending. Please list the most recent first.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Honors/Clubs/Awards. Provide any honors, clubs or awards you have participated in or received:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Extra Curricula Activities: Provide information on organizations, offices held, sports, societies and other activities:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
III. **EMPLOYMENT INFORMATION/EXPERIENCE**

Please list all employment and construction related experience (summer jobs, internships), including dates of employment, a brief description of your duties and the name of your supervisor. Your resume may be submitted in lieu of filling out the information below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Company</th>
<th>Duties</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. **FINANCIAL INFORMATION**

Did you parents claim you as a dependant last year?

What percentage of your college and living expenses do you expect to provide in the coming year?

If you were not claimed as a dependant, and do not receive parental financial support, please skip the next three lines

Father's occupation and annual income $ 

Mother's occupation and annual income $ 

Ages of brothers/sisters in your family

Include yourself, how many members of your immediate family will be in college or other post high school training during the 2009-2010 academic year?

How many are receiving financial assistance in the form of scholarships or grants?

Will your spouse be attending college in the coming year?

Spouse's occupation and annual income $ 

Do you have an education grant(s) If so

Are you receiving any other scholarships? If so

What is your current debt in education loans? (exclude all other types of loans) $ 

How many credit hours are, or will you be, taking?
Are you presently working? Yes  No  What type of work? Hours per week? Wage$

Indicate the estimated cost of each of the following for the coming school year  Tuition$

Estimate the amount of support from each of the following sources for the coming year:
Summer work $  Part-time work $  Loans$
Scholarships/Grants/Work-study $

Other (parents etc).
V. LETTERS OF RECOMMENDATION

Using the forms provided, please provide recommendations from each of the following sources:

(1) Academic
(2) Personal
(3) Professional

VI. TRANSCRIPTS

Provide a complete official transcript of all credits received since high school. If you have never attended any college or university please provide an official transcript of your high school credits.

VII. ESSAY

Please attach an essay (1,500 words or less, double spaced and typed) describing the reasons you are interested in becoming a professional in the homebuilding industry. In addition, please identify and describe your career goals. Please ensure that your name is on each page of the essay.

I certify that the information provided in this application is true and complete. The HBA/BIA PWB Council is authorized to verify the correctness of statements to appraise this application.

__________________________________________
Signature

__________________________________________
Date:
Please return no later than ___________________ to: ________________________________

CONFIDENTIALITY

I acknowledge the policy of confidentiality with this letter of recommendation,

____and I waive my rights of access to this letter of confidentiality with regards to this recommendation,

____and I do not waive my right of access to this letter of recommendation,

Applicant's signature ______________________  Date ________________

APPLICANT: Complete Part I. Place appropriate postage on an addressed envelope to the HBA/BIA Professional Women in Building Council and give it with this form to the person recommending you. The recommendation must be completed and postmarked by ________________________________

Part I.

Applicant's Name______________________________________ School

Name and title of person giving the recommendation: ________________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course title</th>
<th>When Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give other association you have had with the person completing this recommendation:

Part II.

PERSON FURNISHING THE RECOMMENDATION: Please complete this form and mail it by ________________________________ in the stamped, addressed envelope provided by the applicant. You have been asked to give a character reference. You may submit an open letter, and disregard any part of this form that does not apply. If you write a separate letter, please attach it to this form. If you do not know the applicant well, please indicate this. Such frankness will not prejudice the candidate's application for funding.

____ I do not know the applicant well enough to give a recommendation.

In what capacity and during what periods have you known this applicant? ________________________________

What contributions has the applicant made on campus? In the community? ________________________________
Please compare the applicant with a representative group of students whom you have known during your professional career: Superior    Outstanding    Excellent    Good    Average    Poor

<table>
<thead>
<tr>
<th></th>
<th>Top1%</th>
<th>Top5%</th>
<th>Top20%</th>
<th>Top 1/3</th>
<th>Lower 1/2</th>
<th>Unable to make a judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability/maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HBA/BIA Professional Women in Building Council Scholarship
Fund Application

PERSONAL RECOMMENDATION

Please return no later than __________________ to: ____________________________

CONFIDENTIALITY

I acknowledge the policy of confidentiality with this letter of recommendation,

_ and I waive my rights of access to this letter of confidentiality with regards to this recommendation,

_ and I do not waive my right of access to this letter of recommendation,

Applicant's signature ___________________________ Date __________________

APPLICANT: Complete Part I. Place appropriate postage on an addressed envelope to the HBA/BIA PWB Council and give it with this form to the person recommending you. The recommendation must be completed and postmarked by

Part I.

Applicant's Name ___________________________ School __________________

Name and title of person giving the recommendation ___________________________

Please give other association you have had with the person completing this recommendation:

Part II.

PERSON FURNISHING THE RECOMMENDATION: Please complete this form and mail it by ___________________________ in the stamped, addressed envelope provided by the applicant. You have been asked to give a character reference. You may submit an open letter and disregard any part of this form that does not apply. If you write a separate letter, please attach it to this form. If you do not know the applicant well, please indicate this. Such frankness will not prejudice the candidate's application for funding.

_ I do not know the applicant well enough to give a recommendation.

In what capacity and during what periods have you known this applicant? _____________________________

What contributions have the applicant in the community? _____________________________
Please compare the applicant in the table below with a representative group of people:

<table>
<thead>
<tr>
<th>Superior</th>
<th>Outstanding</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP 1%</td>
<td>TOP 5%</td>
<td>TOP 20%</td>
<td>TOP 1/3 Lower 1/2</td>
<td>Unable to make a judgment</td>
<td></td>
</tr>
</tbody>
</table>

- Intellectual ability
- Ability to work with others
- Leadership ability
- Emotional stability/maturity
- Overall potential
- Initiative
- Dependability
HBA/BIA Professional Women in Building Council Scholarship
Fund Application PROFESSIONAL RECOMMENDATION

Please return no later than __________________ to: ____________________________

CONFIDENTIALITY

I acknowledge the policy of confidentiality with this letter of recommendation,

___ and I waive my rights of access to this letter of confidentiality with regards to this recommendation,

___ and I do not waive my right of access to this letter of recommendation,

Applicant's signature ____________________________ Date ______________

APPLICANT: Complete Part I. Place appropriate postage on an addressed envelope to the HBA/BIA PWB Council and give it with this form to the person recommending you. The recommendation must be completed and postmarked by

Part I.

Applicant's Name ____________________________ School ____________________________

Name and title of person giving the recommendation ____________________________

Please give other association you have had with the person completing this recommendation:

Part II.

PERSON FURNISHING THE RECOMMENDATION: Please complete this form and mail it by ____________________________ in the stamped, addressed envelope provided by the applicant. You have been asked to give a character reference. You may submit an open letter, and disregard any part of this form that does not apply. If you write a separate letter, please attach it to this form. If you do not know the applicant well, please indicate this. Such frankness will not prejudice the candidate's application for funding.

___ I do not know the applicant well enough to give a recommendation.

In what capacity and during what periods have you known this applicant? ____________________________

What contributions has the applicant made at work? ____________________________
Please compare the applicant using the table below with a representative group of workers whom you have known during your professional career:

<table>
<thead>
<tr>
<th></th>
<th>Top 1%</th>
<th>Top 5%</th>
<th>Top 20%</th>
<th>Top 1/3 Lower 1/2</th>
<th>Unable to make a judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability/maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear [Institution Name],

The HBA/BIA Professional Women in Building Council is accepting applications for their scholarship program. Applicants will be judged on the basis of academics, leadership, community service and financial need. Scholarships will be given to applicants who are pursuing studies in building, construction, interior design, architecture and related professions.

A cumulative grade point average of [GPA] is required to apply for a HBA/BIA Professional Women in Building Council scholarship. The deadline to apply is [Date].

If you have students who are planning to pursue a major in the building industry, please encourage them to apply. Additional applications can be found on the Professional Women in Building Council website, www.HBA/BIAwc.org, or by contacting me at the number listed below.

Completed applications must be accompanied by school transcripts and one recommendation by a current teacher or professor.

Sincerely,

Scholarship Chair HBA/BIA Professional Women in Building Council
SAMPLE LETTER AWARD SCHOLARSHIP

Date:

Dear Applicant:

Thank you for taking the time to complete an application for an HBA/BIA Professional Women in Building Council 2010 Scholarship.

The Professional Women in Building Council Scholarship Committee reviewed all applications submitted. Based on the course of study, the desire for higher education and need, scholarships were awarded.

Congratulations! It is our pleasure to award one of the HBA/BIA Professional Women in Building Council Scholarships to you in the amount $_________________. The competition was intense, and you are commended for your academic achievements, extra-curricular activities and determination.

The check will be mailed on or before __________________ with a copy sent to you.

There is no limit to the number of years an applicant can apply. Accordingly, we encourage you to apply each year until your date of graduation. You will be required to stay in touch and let us know how you are doing. If you have any questions, please contact me.

Again, congratulations and good luck with your educational plans now and in the future!

Sincerely,

Scholarship Chair

HBA/BIA Professional Women in Building Council
SAMPLE LETTER REJECTING SCHOLARSHIP APPLICATION

Date:

Dear ____________:

Thank you for submitting your application for a HBA/BIA Professional Women in Building Council Scholarship. Your application was carefully considered by the committee along with many others. The competition was intense and the demand was high.

Unfortunately, your name was not selected to receive a scholarship this year. However, there is no limit to the number of years an individual can apply, and we encourage you to reapply next year.

Again, thank you for taking the time to apply. If you have any questions, please do not hesitate to contact me at ______________.

Sincerely,

Scholarship Chair

HBA/BIA Professional Women in Building Council
Date:

K. Brown

1234 Lane

Any Town, USA 12345

Dear Ms. Brown:

Thank you for taking the time to complete an application for the HBA/BIA Professional Women in Building Council 2010 Scholarships. This year the Professional Women in Building Council Scholarship Committee received over 11 applications from either an HBA member's employee or a dependent of an HBA member.

Congratulations on having your name drawn at the HBA General Membership Meeting on April 22. It is our pleasure to award you the $1,500 HBA Professional Women in Building Council Scholarship.

The check will be mailed in May to Any Town University, Attn: Admissions Office at P.O. Box 123, Any Town, USA 12345 with a copy sent to you. If you have any questions, please contact me at (123) 456-7890. There is no limit on the number of years an applicant can apply. We encourage you to apply each year until your date of graduation.

OR

Unfortunately, your name was not selected to receive a scholarship this year. However, there is no limit on the number of years an applicant can apply. We encourage you to apply each year until your date of graduation.

Again, congratulations! Good luck with your educational plans in the future.

Sincerely,

Scholarship Chair HBA/BIA Professional Women in Building Council
Professional Women in Building Council
Scholarship Fund Talking Points #1

Addressing the Needs

The Professional Women in Building Council of the HBA/BIA has implemented a scholarship program to address our industry's workforce challenges. Our goal is to raise $ by the end of this year.

Building Communities/The Facts

- The Construction Industry employs approximately ------ workers statewide. By 2015 the Construction Industry will need approximately ------ workers.

  Source:

- For every four people who leave the trades, by retirement or otherwise, only one new person is supplied by apprenticeship programs to enter the trades.

  Source: University of California

- The average craft journeyman in ------ makes about $------ per hour plus benefits.

  Source: State Building and Construction Trades of -------

- The average age of a construction worker is --- years old.

  Source: AGC of ------

- Only ---% of kids who enter high school will graduate from a four-year college in 6 years.

  Source: ------- Department of Education

Developing Leaders

The Professional Women in Building Council provides scholarship funds for deserving students and industry professionals. Our program allows us to keep our scholarships local, benefiting students entering the fields of construction management, architecture, and engineering. It is the intent of the Council to maintain contact with the scholarship recipients to share industry knowledge, business connections, and job recruiting assistance. Our objective is to ensure that our recipients are aware of the significant resources available to them as they embark on their career in our growing industry.

Investing in our Future
We are asking for your contribution to help build our endowment and your community. Please include a check with the completed pledge sheet located on the reverse side, or simply return the pledge sheet with your contribution amount and the HBA/BIA Professional Women in Building Council will invoice you. Thanks to your contribution, our industry's employees of tomorrow will be better prepared to take on new challenges. Please contact ---- at ------ with any questions.
Professional Women in Building Council
Scholarship Fund Talking Points #2

- I’m here today to invite you to participate in an endeavor that impacts every single one of our companies - workforce development. One of the best ways to build the talent in our industry is to educate and recruit students and further the career development of those already in our industry. That is just what the **HBA/BIA** Professional Women in Building Council is doing.
- Our Council has reestablished/established its scholarship program:
  - $______scholarships will be given to students taking courses in building, construction, architecture, engineering fields
  - Students attending [insert names of appropriate schools] will be able to apply for these scholarships
  - Members attending NAHB-approved courses such as MIRM and CSP can also apply
  - Candidates will be required to complete an application, get references, prepare an essay, undergo a panel interview and be willing to stay in contact with the Professional Women in Building Council Scholarship Committee
  - Most important our goal is to track our recipients and be able to recruit them into the industry once their schooling is complete.

- The Council established this scholarship with an initial investment of $_______. We are now up to nearly $__. We have a goal to reach by the end of December to reach $_____. We can only reach that goal with your help.

- If every member firm in the association gives at least $100, we will well exceed our goal.
- I’m asking you to consider your workforce, the future of your workforce, the community you live in and the community your children will be raised in. We have the opportunity to make a difference. All we need is your contribution. You have pledge sheets in front of you, please fill them out right now and raise your hand and Professional Women in Building Council members will be around to collect them.
- Thank you for making a difference.
Professional Women in Building Council Scholarship Fund

SAMPLE LETTER TO MEMBERS

ADDRESSEE

Dear __________,

Did you know that for every four people who leave the building trades, either by retirement or otherwise, only one new person enters the trades? Did you know that our building industry’s hiring needs cannot be met by the number of new workers that come into the trade yearly? We have a tremendous shortage of skilled workers.

As our industry begins to recover from the economic downturn and our talented labor ages, there is a direct need to focus on investing in workforce development. We have solutions. The Professional Women in Building Council of the HBA/BIA has reestablished its scholarship program to address our industry’s workforce challenges.

The Professional Women in Building Council provides support for deserving students as well as industry professionals. Our goal is to keep our scholarships local, benefiting students in the fields of construction, management, architecture, and engineering. Students and the members can apply for scholarships by submitting an application, meeting our criteria and participating in panel interviews by the Professional Women in Building Council Scholarship Committee - the committee will also maintain contact with scholarship recipients to share industry knowledge, business connections, and job recruiting assistance.

We are asking for your contributions to help build our program. Please include a check with your enclosed pledge sheet, or simply return your pledge sheet with your contribution amount and we will bill you. Thanks to your contributions, our industry’s employees of tomorrow will be better prepared to take on new challenges. Please contact me at _________________ with any questions you have.

With appreciation,

Professional Women in Building Council Scholarship Chairperson HBA/BIA
□ Yes! I am interested in building the workforce for our industry.

1. Name: 

2. Company: 

3. Address: 

4. Phone: 

5. Email: 

$ 100 _ $250 _ $500 _ $1,000 _ $5,000 _ $10,000 _ $ Other

Payment Options:

D Bill me

D Bill me in four installments

D Check included made payable to:

Please send to address below

HBA/BIA Professional Women in Building Council Scholarship Fund

1215 Circle Drive

Any Town, USA 12345

Please contact Jill Smith at 123-456-7890 with questions or the HBA/BIA at 102-345-6789

Thank you for your contribution!
**Professional Women in Building Council Scholarship Fund Public Relations Blurb**

The **HBA/BIA** Professional Women in Building Council is accepting applications for their scholarship program. Applicants will be judged on the basis of academics, leadership, community service and financial need. Scholarships will be given to student and member applicants who are pursuing studies in building, construction, interior design, architecture and related professions.

For student scholarships, a cumulative grade point average of _________ is required to apply. The deadline to apply is ______________.

An application can be found on the Council website, ________________________, or by contacting our scholarship committee at _________________________________.

We welcome and encourage you to apply and wish you good luck in your educational endeavors.
You are cordially invited to attend

The HBA/BIA Annual Membership Luncheon and Professional Women in Building Council Scholarship Presentations

on Thursday, November 20, 2003

at Washington Golf & Country Club

1234 North Drive Avenue, Any Town, USA

11:30 A.M. - Registration 11:45 A.M.
Welcome/Lunch

You will be the guest of the Professional Women in Building Council of the HBA/BIA. RSVP to Jill at (123) 456-7890 or e-mail her at jill@hba.bia.org
Sample Recipient Certificate

Certificate for Outstanding Service
Awarded to

In Recognition of Distinguished Contribution to the NAHB Professional Women in Building Council

_________________________  _______________________
Chairman                        Date
Sample Press release

FOR IMMEDIATE RELEASE
CONTACT:
Add contact information

---------------------------------------------------------------
National Association of Home Builders (Insert Name) Council Awards Scholarships
---------------------------------------------------------------

Place, Date- Association of Home Builders (NAHB) Professional Women in Building Council designated award recipients at an (where given out)

Designed to encourage young people to further their education in housing-related programs, the scholarships were awarded to two students at (Name) University.

(Student Name) is pursuing studies in (insert). (Student) is (insert information). “This scholarship will allow me to continue my education and work in an industry that provides . . . .”

(Student #2 Name) received her scholarship for . . . .” “I am so thankful to the (Name) Council for providing me with the opportunity to . . . .”

The Building Hope Scholarship Fund recognizes member achievements in their communities, professions, and the home building industry. Members receive scholarships that they grant to students in their communities. The Fund, named for the first president of the NAHB Professional Women in Building Council, is supported by member contributions and its exclusive corporate sponsor, In-Sink-Erator.

ABOUT THE NAHB Professional Women in Building Council: The NAHB Professional Women in Building (PWB) Council is a national organization affiliated with the National Association of Home Builders, and consists of a network of local and state councils and members-at-large. The Council is dedicated to supporting the professional development of women in the home building industry. It provides service to the membership through education and training programs which focus on professional and leadership development, networking opportunities, and industry related information. In addition, the Council recognizes its role in supporting the overall building industry by mobilizing its membership to assist efforts spearheaded by local, state and national builders associations. For more information on the NAHB PWB, please visit www.nahb.org.

######