

**AUXILIARY**  
OF THE  
**NEW YORK STATE ASSOCIATION**  
OF  
**PLUMBING • HEATING • COOLING CONTRACTORS**  
ORGANIZED 1928

**SCHOLARSHIP RULES**

1. Applicant must be a **member** of the **senior class** in High School **or** currently enrolled in an **undergraduate full-time college program** (12 or more credit hours).
2. **Personal Letter:** Applicant must write a letter to include personal data; i.e., family size, need of scholarship monies and career plans. If related to a member of the New York State Association of PHCC, applicant should include that information. Knowledge of and/or working experience with the Plumbing, Heating and Cooling industry can be included but is not necessary.
3. **Principal/Dean/Advisor's Letter:** **High School** applicant must enclose a letter of recommendation from the Principal or authorized member of the High School staff. It should include a complete transcript of grades, college entrance exam scores and cumulative GPA. **College** applicant must include a letter of recommendation from the Dean or Advisor of the College and an official transcript of grades and cumulative GPA. If this information is coming directly from the school to the Scholarship Committee Chairperson, the full address should be indicated on the application. A college freshman preparing to enter sophomore year must also include a high school transcript.
4. **Reference Letters:** Applicant must enclose two reference letters (in addition to Principal/Dean or Advisor's letter). The Auxiliary member signing the application must write one letter. This member must have been enrolled for the previous year and must be currently enrolled with the Auxiliary NYSPHCC and must know the applicant personally and can attest to the applicant's character and other pertinent information. This person may be a relative, excluding parents. The second letter must be from someone, not related to the applicant, who knows the applicant personally and can attest to the applicant's character and other pertinent information.
5. **Activity Form:** Applicant must enclose a complete activity sheet, using the sample copy as a guideline.
6. Applicants should submit the **original and two copies of all documents.**
7. Send application and all completed forms to:  
**Mrs. Suzanne Philips**  
**345 Perry Rd.**  
**Binghamton, NY 13905**

NO COMPLETED APPLICATION WILL BE ACCEPTED AFTER AN **APRIL 1, 2007** POSTMARK.

8. No person may receive more than one award during his or her academic career and no family may receive more than two awards per year. A permanent current list of those who are awarded scholarships will be kept in the scholarship files.
9. The Scholarship Committee shall have the final decision in awarding scholarships. The Chairperson shall notify the winner in writing. The winner will then forward the requested information to the Auxiliary State Treasurer who will send a check, made payable to the designated school, along with a cover letter. Failure to abide by the above State rules will cause the scholarship money to be refunded to the Auxiliary of the NYSPHCC Association. Award will be sent directly to the school.
10. Scholarship applications can be obtained from Auxiliary members. **It is the responsibility of the applicant to obtain the application and scholarship rules and to follow all instructions completely. Incomplete applications are not acceptable.**
11. An applicant who wishes to receive an acknowledgement of receipt of application should enclose a stamped, self-addressed envelope.