

# THE PRO-TEC ARTHUR E. GRILLS SCHOLARSHIP PROGRAM

**Rewarding scholarship, leadership and service.**

PRO-TEC Coating Company has established a scholarship to be awarded to an academically outstanding Leipsic High School senior in the amount of \$5,000 per year for four years while they are in college provided they maintain good academic standing. Part time summer employment is offered with this scholarship. The PRO-TEC Scholar must fulfill the role model requirement of the scholarship by interacting with students of Leipsic High School a minimum of once each academic year in a manner specified by the school superintendent or his/her designee.

The applicant must:

- Be a graduating high school senior.
- Be accepted to a 4-year college to begin in the fall after graduation.
- Complete the PRO-TEC scholarship application, **including a 5-page essay** and 2 short answer questions.
- Submit a transcript with the first 3.5 years of high school credits.
- Complete the activity checklists with an advisor's or supervisor's signature.

The decision of the judges is final. Alternates will be named in case the primary choice fails to utilize the award within the first ninety calendar days of the college academic year. If the primary choice fails to attend college on a regular basis by this deadline, the alternate becomes eligible to utilize the award.

**Deadline:**

**April 15<sup>th</sup>**

The completed application must be submitted to:  
**Melissa Basinger by e-mail, mail or drop off to:**

**Putnam County Educational Service Center  
124 Putnam Parkway  
Ottawa, Ohio 45875**

[Melissa.basinger@putnamcountyesc.org](mailto:Melissa.basinger@putnamcountyesc.org)

**419 523-5951 ext. 3046**

This scholarship recipient will be contacted by the PRO-TEC Manager of Human Resources by the end of May.

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APPLICATION DEADLINE: APRIL 15<sup>TH</sup>

**A.** Student's Name \_\_\_\_\_

Student's Mobile Number \_\_\_\_\_

Student's e-mail address \_\_\_\_\_

Birth Date \_\_\_\_\_

Parents' Names \_\_\_\_\_

Home Address \_\_\_\_\_

High School Attended \_\_\_\_\_

**B.** College Choice:

1st \_\_\_\_\_

2nd \_\_\_\_\_

Course of Studies:

Major \_\_\_\_\_

Minor \_\_\_\_\_

Other awards:

Scholarships awarded \_\_\_\_\_

Grants awarded \_\_\_\_\_

**C.** Scholarship achievements:

Grade Point Average \_\_\_\_\_

ACT composite \_\_\_\_\_

Class rank \_\_\_\_\_

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APPLICATION DEADLINE: APRIL 15TH

D. Attach a 5-page essay (12 font, double spaced) on ***'Qualities that Make Exceptional Leaders: How Do I Compare?'*** Include leadership skills you have developed through the activities/projects/groups you have participated in.

E. How would the PRO-TEC Scholarship award help you to continue to be Leader?

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F. Indicate your professional goals and why you have selected them.

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I attest that the information provided in this application is accurate.

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Plant Policies & Procedures**

## **PRO-TEC Arthur E. Grills Scholarship**

**Effective Date: 05/03/94**

**Revision Date: 09/01/23**

### **Purpose:**

#### **Program Description**

The PRO-TEC Arthur E. Grills Scholar Program was established in 1993 and first announced at the May 13 Dedication Ceremony of that year with a twofold purpose: (1) to identify and provide assistance to academically outstanding Leipsic High School seniors so that they might pursue a degree at an accredited four year college or university of their choice and (2) to create role models for other high school students in the Leipsic community so that they might be motivated to strive for high academic achievement.

#### **Scholarship Award**

PRO-TEC Scholars are awarded up to \$5,000 per year for four years while they are in college provided they maintain good academic standing. The scholarship is restricted to payment of actual costs of Scholar's tuition, room and/or board and may not be used for books, fees or incidental expenses. PRO-TEC Scholars also are offered summer employment with the Company while they are on scholarship. Summer employment is offered with the understanding that there is no obligation on the part of PRO-TEC or its corporate parents to hire the scholarship recipients after they graduate from college.

### **Responsibility:**

#### **Selection**

The PRO-TEC Human Resources Department will manage and administer this award. As part of the process, The Putnam Educational Foundation (PEF) will collect the applications and oversee a Foundation Selection Committee who will coordinate the selection process to select the annual scholarship recipient. The scholarship will be awarded on the basis of academic performance, demonstrated leadership and community service as outlined in the approved criteria from PRO-TEC.

#### **Responsibilities of the Scholar**

To retain the scholarship, the PRO-TEC Scholar must maintain good academic standing, as defined on the application, while in college and provide an official transcript at the conclusion of each academic year prior to scholarship award being released. The PRO-TEC Scholar must fulfill the role model requirement of the scholarship by interacting with students of Leipsic High School a minimum of once each academic year in a manner specified by the school superintendent or his/her designee.

#### **Eligibility:**

Any graduating senior of Leipsic High School is eligible for the PRO-TEC Scholar's award. There is no qualification of race, creed, gender or field of study. There is no preference given to sons and daughters of PRO-TEC, USX, or Kobe Steel Associates and employees. Leipsic High School Seniors may apply to both the Arthur E. Grills PRO-TEC Scholarship and the PRO-TEC Academic Scholarship, but are only permitted to be awarded 1 of the \$20,000 scholarships. Candidate must have a GPA of at least a 2.75 or greater.

## Plant Policies & Procedures

## Pro-Tec Arthur E. Grills Scholarship

**Effective Date: 05/03/94**

**Revision Date: 09/01/23**

### **Administrative Procedure:**

#### **A. Senior Year of High School**

- |             |   |
|-------------|---|
| February    | The PEF Representative contacts PRO-TEC, Human Resources Manager to verify there are no changes. PRO-TEC notifies full time associates of the scholarship opportunity and provides information on how to apply. The PEF Representative then notifies local school Guidance Counselors that the application is available and supplies copies of the application to interested students as requested. |
| March/April | The Foundation Selection Committee reviews the qualified applications and selects a winner based on the approved criteria. The PRO-TEC Manager, Human Resources is notified of the Scholar selection and sent a confidential copy of the application which is shared with PRO-TEC Executive Leadership prior to Award Ceremony.   |
| May         | The student is notified during the Leipsic HS Senior Scholarship Award Assembly (typically, the Last week of school). PRO-TEC Coating Company, by letter, formally offers the selected student the Scholarship award. Enclosed with the letter is a PRO-TEC Scholars data form.   |

To accept the award, the student signs the PRO-TEC Scholar's letter and returns it to PRO-TEC together with the completed data form.

PRO-TEC also sends a letter to the Scholar with a PRO-TEC Scholar update form to be completed as necessary. The Scholar is also requested to contact the PRO-TEC Manager of Human Resources if he/she wishes to accept the Company's offer of a summer job prior to the start of the PRO-TEC Scholar's freshman year.

PRO-TEC sends notification of the scholarship to the Scholar's college of choice. Copies of the letter are sent to the Scholar and school coordinator. PRO-TEC Human Resources Department updates scholar's record as necessary.

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|------|---|
| July | PRO-TEC sends a check to the college with a transmittal letter. A copy goes to the Scholar. |
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#### **B. Preceding Sophomore, Junior and Senior Years**

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|-------|---|
| April | <p>PRO-TEC sends an e-mail to the PRO-TEC Scholar. The Scholar is requested to:</p> <ol style="list-style-type: none"><li>1. Complete the form and return it to PRO-TEC for Record's update.</li><li>2. Contact PRO-TEC Manager, Human Resources if he/she is interested in a summer job at the plant.</li><li>3. Provide PRO-TEC Human Resources Department with a grades transcript at the end of the semester/academic year.</li></ol> |
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## **Plant Policies & Procedures**

## **Pro-Tec Arthur E. Grills Scholarship**

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PRO-TEC sends letter to Leipsic Superintendent of Schools or his designee requesting a Report on fulfillment of the role model requirement by current scholars. PRO-TEC Human Resources Department updates the Scholar's record.

July

A check is sent to the college with a transmittal letter from PRO-TEC (Attachment 6). A copy goes to the Scholar.

## Activity Summary School & Community Service

| <b>Clubs/Class</b> | Grades<br>Participated<br>9, 10, 11, 12 | President | Vice<br>President | Secretary | Treasurer | Other<br>Position |
|--------------------|---|-----------|-------------------|-----------|-----------|-------------------|
| Art Club           |   |           |                   |           |           |                   |
| Class Officer      |   |           |                   |           |           |                   |
| FBLA               |   |           |                   |           |           |                   |
| FCCLA              |   |           |                   |           |           |                   |
| FFA                |   |           |                   |           |           |                   |
| Newspaper Staff    |   |           |                   |           |           |                   |
| NHS                |   |           |                   |           |           |                   |
| Quiz Team          |   |           |                   |           |           |                   |
| Science Club       |   |           |                   |           |           |                   |
| Spanish Club       |   |           |                   |           |           |                   |
| Student Council    |   |           |                   |           |           |                   |
| Yearbook           |   |           |                   |           |           |                   |

| <b>Sports</b>    | Grades<br>Participated<br>9, 10, 11, 12 | County | District | State | Other |
|------------------|---|--------|----------|-------|-------|
| Baseball         |   |        |          |       |       |
| Basketball       |   |        |          |       |       |
| Cheerleader      |   |        |          |       |       |
| Cross<br>Country |   |        |          |       |       |
| Flag Corp        |   |        |          |       |       |
| Football         |   |        |          |       |       |
| Golf             |   |        |          |       |       |
| Softball         |   |        |          |       |       |
| Soccer           |   |        |          |       |       |
| Tennis           |   |        |          |       |       |
| Track            |   |        |          |       |       |
| Volleyball       |   |        |          |       |       |
| Wrestling        |   |        |          |       |       |

## Activity Summary School & Community Service

| <b>Musical Arts</b> | Grades Participated<br>9, 10, 11, 12 | Honors/Recognition |
|---------------------|--------------------------------------|--------------------|
| Marching Band       |                                      |                    |
| Concert Band        |                                      |                    |
| Pep Band            |                                      |                    |
| Jazz Band           |                                      |                    |
| Honors Band         |                                      |                    |
| Choir               |                                      |                    |
| Show Choir          |                                      |                    |
| Honors Choir        |                                      |                    |
| Musical/Play        |                                      |                    |
|                     |                                      |                    |
|                     |                                      |                    |

| <b>Clubs</b>      | Grades Participated<br>9, 10, 11, 12 | President | Vice President | Secretary | Treasurer | Other Position |
|-------------------|--------------------------------------|-----------|----------------|-----------|-----------|----------------|
| 4-H               |                                      |           |                |           |           |                |
| Junior Fair Board |                                      |           |                |           |           |                |
| Junior Leadership |                                      |           |                |           |           |                |
| Scouts            |                                      |           |                |           |           |                |
|                   |                                      |           |                |           |           |                |
|                   |                                      |           |                |           |           |                |
|                   |                                      |           |                |           |           |                |
|                   |                                      |           |                |           |           |                |

| <b>Church</b> | Grades Participated<br>9, 10, 11, 12 | Description |
|---------------|--------------------------------------|-------------|
| Campus Life   |                                      |             |
| Choir         |                                      |             |
| Hearthstone   |                                      |             |
| Youth Group   |                                      |             |
| Mass Server   |                                      |             |
|               |                                      |             |
|               |                                      |             |
|               |                                      |             |