

WABO TECHNICAL CODE DEVELOPMENT SCHOLARSHIP PROGRAM
Policies and Procedures
August 14, 2009

- I.** The purpose of WABO Technical Code Development (TCD) Scholarship Program is to:
- Give WABO a voice in influencing the model code by encouraging and enabling building officials from WABO to participate in the ICC code development process, and
 - To provide building officials with an understanding of the background and intent of code requirements for building officials, through the code development process. This should lead to more technically correct code solutions, increased flexibility in interpreting gray areas of the code, and increased comfort in considering code alternates and code modifications on the part of building officials, as well as giving them the understanding to participate in the Washington State Building Code Council process.
- II.** Eligible applicants must be:
- A WABO member in good standing;
 - A WABO Voting Member as defined in the [WABO Bylaws](#), Article III, Section II, or the Voting Member's designee (item 10 on the application form);
 - An active participant in the business of WABO, as demonstrated by participation in the WABO committees (preferably, the Technical Code Development Committee), or regular attendance at the WABO business meetings (items 11 & 12 on the application form);
 - The jurisdiction's [designated ICC Governmental Member or Governmental Member Representative](#) via the appropriate form filed with ICC (item 13 on the application form); and
 - Planning to be at the hearings for a reasonable length of time (items 17 & 18 on the application form)
- Other applicants may receive scholarships, subject to approval of the WABO President on recommendation of the Technical Code Development Committee Chair.
- III.** Scholarship funds shall be used to defray travel expenses to attend the ICC Code Development Hearings (committees) or the Final Action Hearings. They shall not be used to attend the ICC Annual Business Meeting. The funds are permitted to be used to pay for transportation, food and non-alcoholic beverages, and lodging.
- IV.** The amount of the scholarship awards shall be at the discretion of the Technical Code Development Committee Chair, but may be subject to reallocation by the WABO Executive Board. The following factors shall be taken into account:
- Total available budget and cost of travel. Generally, the maximum award is to be \$1000, but greater amounts may be awarded, depending on availability of funds and need.
 - Active Technical Code Development Committee members may receive a larger award than other WABO members.
- V.** Process:
- A complete, signed application form must be received by the WABO office by the published deadline.
 - An electronic copy of the application form must be e-mailed to the Technical Code Development Committee Chair prior to the deadline.
 - The Technical Code Development Committee Chair will notify the applicant and the WABO office of approval/disapproval of the application. If the application is approved, the Chair shall include the amount of the award. If the application is disapproved, the Chair shall include the reason for the disapproval.
 - The WABO office will send the reimbursement form(s) to the award recipients.
 - The WABO office will issue the reimbursement after travel is complete upon the recipient by the office of:
 - Copies of receipts and the reimbursement form(s), and
 - A short report of the recipient's experience at the hearings, and how it met the scholarship program's goals. The WABO office will forward the report to the Technical Code Development Committee Chair, and may include it in the next WABO newsletter.
- The WABO office may reimburse for airfare prior to actual travel, upon receipt of a reimbursement form and a copy of the receipt. The WABO office may deny reimbursement for non-allowable expenses (see Section III above).

**WABO TECHNICAL CODE DEVELOPMENT SCHOLARSHIP PROGRAM
APPLICATION FORM**

(Type in text boxes, or click on check boxes. Ctrl+Click to follow hyperlinks for information or forms.)

Applicant Information (to be completed by applicant)

1. Name:	
2. Job title:	
3. Jurisdiction:	4. Department:
5. Address:	
6. City/State:	7. Zip code:
8. Phone:	9. E-mail:

10. WABO Voting Member: Yes <input type="checkbox"/> No <input type="checkbox"/>	11. Active participant in WABO: Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Active member of following WABO Committee(s):	
13. Designated ICC Governmental Member or Governmental Member Representative: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Code Hearing Information (to be completed by applicant)

14. ICC Code Development Hearings (Committees): <input type="checkbox"/> , OR ICC Final Action Hearings: <input type="checkbox"/> (check one)
15. Code hearing location:

16. List of sessions planning to attend:	
17. Anticipated travel start date:	18. Anticipated travel end date:

Applicant's signature constitutes agreement: <ul style="list-style-type: none"> • With the applicant and event information provided above, and • To abide by WABO Technical Code Development Scholarship Program policies.
19. Applicant Signature and Date:

WABO Voting Member Approval (to be completed by the WABO Voting Member if Item 10 is "No")

WABO Voting Member signature constitutes agreement: <ul style="list-style-type: none"> • With the applicant and event information provided above, • The applicant is my WABO Voting Member designee, and • The applicant has been designated as the ICC Governmental Member or as a Governmental Member Representative via the appropriate form filed with ICC.
20. WABO Voting Member Name (please print):
21. WABO Voting Member Signature and Date:

WABO Approval/Disapproval (to be completed by WABO TCD Committee Chair)

22. Approved <input type="checkbox"/>	23. Scholarship amount: \$
24. Disapproved <input type="checkbox"/> Reason:	