



CENTRAL CHAPTER BUILDING OFFICIALS CONFERENCE

SCHOLARSHIP AWARD APPLICATION

THE JERRY ST. HILLAIRES MEMORIAL GRANT

2025-2026 ACADEMIC YEAR

Purpose: The purpose of this grant is to provide tuition assistance to building officials, their spouses, unmarried children and grandchildren. The official must be an active / current member of the NYSBOC Central Chapter.

Benefit Period: College academic year of 2025-2026

Award Benefit: The grant is up to \$500, depending on the number of approved applications, and will be awarded on an annual college year basis. **Grant benefit is for the first four years of undergraduate college education only.**

Documentation and eligibility criteria: Applicant must submit all required documentation. Check each box when you supply the required documents. This sheet must be submitted with the scholarship application.

(☐) **Academic requirement:** Have a grade point average of 3.0/B or higher.

(☐) **Official transcripts:** Only official sealed college or high school transcripts bearing the official seal are acceptable. Final official transcripts are to be sent no later than August 11th, 2025. No photocopies or faxes will be accepted. Report cards, student schedules, counselor's statements, internet copies, etc. **are not acceptable.**

(☐) **Grant funding needed:** Proof of funding is needed, requires a Financial Statement of Charges from the college. The financial Statement must include all tuition costs, any scholarships, any grants, or tuition assistance applied to each semester.

(☐) **Letters of recommendation:** Applicant must submit (2) two letters of recommendation which can be business or personal related.

(☐) **Eligibility:** Applicant submitting a grant application must be an active member or a spouse, son, daughter, or grandchild of an active member of the NYSBOC Central Chapter. Active member must be a member in good standing for at least two years of the Central Chapter of the New York State Building Officials Conference and attend at least two NYSBOC Central Chapter meetings annually.

(☐) **Graduating high school seniors:** All criteria are the same. Exception: High school seniors may submit a school officials' letter of reference instead of a business letter of reference. A Financial Statement of Charges is required for the college the applicant will enter in the fall semester.

Administration: Application must be made to the committee for the fall 2025 and spring 2026 semester. All required documentation must be postmarked no later than August 11th, 2025. Recipients will be notified as soon as possible of grant approval. Funding will be forwarded to the applicant as soon as possible. Recipients may have their name and/or photo used by the Central Chapter of NYSBOC for media uses.

This page must be submitted with the application.

Please submit all applications and documentation to:

Thomas Poitras
4295 Watervale Rd
Manlius, NY 13104

Any questions? Please email: secretary@nysboc.com



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Grant Applicant

Name: _____ Phone: _____

Address: _____ Email: _____

City / Town: _____ State / Zip _____

NYSBOC Member

Code Official Name: _____ NYSBOC Central Chapter Member (____) Yes (____) NO

Length of membership: _____ Membership Status: (____) Active or Other: _____

Applicants' relationship to NYSBOC member: _____ Code Official's Employer: _____

Check the boxes on the guide page as you complete this application. The guide page is part of the application and must be included in the application. Before you sign and submit the application be sure you have checked all requirements, submit all required documents and have postdated by appropriate date.

All documents must be postmarked by August 11th, 2025.

(____) I affirm that I have read and understand the terms and conditions under which the grant application is awarded and agree to bind myself to them. I also understand that the awards are granted and based on statements made as part of the application and state they are true to the best of my knowledge and belief.

(____) Check here if you have applied for this grant

Applicant's signature: _____ Date: _____

NYSBOC member signature: _____ Date: _____

FOR COMMITTEE USE ONLY

Date Received: _____ Received By: _____

Grant Awarded: (____) Yes (____) NO Grant Decision Date: _____

Comments:
