

## IOIA ANDREW RUTHERFORD SCHOLARSHIP APPLICATION

For Year \_\_\_\_\_

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- The IOIA Andrew Rutherford Scholarship Award provides full tuition for an IOIA Inspector Training Course.
- The scholarship will be awarded on the basis of candidate potential and financial need as judged by the IOIA Rutherford Scholarship Committee.
- Applicants can choose to attend any IOIA sponsored training in the year the scholarship is awarded.
- The scholarship will pay for tuition, room and board **but does not include transportation or other expenses.**

### Instructions for preparing an application for the Andrew Rutherford Scholarship

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The following are **required** for you to be considered as a candidate for the Andrew Rutherford Scholarship. Failure to provide all information will disqualify you immediately for consideration.

#### A complete application consists of:

- An “Application Form”, “Cover Letter” and “Current Resume” (submitted by the applicant).
- “Three References” (submitted directly by the people giving the references).
- Letter from each reference to further explain their recommendation

All the above materials must be ***filled out completely*** and ***received no later than October 1*** in order to be considered.

### 1. Application Form:

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- Question #1: *This question asks you to evaluate yourself in terms of the listed attributes.*  
It is important that you be objective and honest with yourself when you select the level that best describes your competence. Your references are asked to evaluate you for the same qualities.
- Question #2: *“What do you feel are the job responsibilities of an organic inspector?”*  
Your response will help us to evaluate your current understanding of IOIA’s role in developing quality inspectors interested in working within the organic sector.
- Question #3: *“Is it your wish to become an organic inspector?”*  
Your response here will help us evaluate your interest in working within the organic community.
- Question #4: *“Describe your available time to do organic inspections following the training.”*

Examine your resources, any known personal limitations and commitments and your motivation for the work you plan to do. Keep in mind that your answer should be relative to the training you will receive and the added expertise gained from the training.

- **Question #5:** *“Do you have any present, past, or known future involvement that could be perceived by a reasonable person as being in conflict of interest if you pursue this career?”*  
The IOIA Code of Ethics requires that members “shall avoid situations of conflict of interest”. One cannot permit herself/himself, either unwittingly or intentionally, to participate in an interest conflict.
- **Question #6:** *“Can you afford to pay the tuition for an IOIA Inspector Training Course?”*  
Your need, financially, is a significant consideration when making application for the scholarship. You would not be applying for the scholarship if you could afford the training without some hardship. Be considerate in your response and qualify the level of hardship as best you can.
- **Question #7:** *“If you don’t receive this scholarship will you still attend an IOIA training, now or in the future?”*  
Your response here will help us evaluate your interest in working within the organic community.
- **Question #8:** *“Are you currently or have you ever been a member of IOIA?”*  
There is no requirement for scholarship applicants to be IOIA members. IOIA is a member-based association that can only be as strong as its membership.

### 2. Cover Letter:

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In your cover letter, include the following information (type or print clearly):

- What are your personal goals over the next 5 years?
- Explain how you intend to make use of the training to help you to achieve these goals?
- What is your relationship with the organic movement and industry?
- What experience would you bring to organic community?
- Discuss your personal strengths. How do these strengths affect your relationship with others?
- How could you improve the effectiveness of your work and your work relationships?
- Provide examples, if any, of your accomplishments, particularly with reference to organics.
- **Please be sure to sign your cover letter.**

### 3. Current Resume:

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Your resume should reflect your education and work experience. You can use the same one you would use in a job search.

#### 4. References:

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- Please have each of the three people providing your references use the supplied form.
- The references should be submitted to IOIA directly.
- Preferably, one reference should be from a local organization or group involved in fostering organic agriculture or some type of community initiative.
- If you have a sponsor, a reference letter from this entity would also be appropriate.
- Please remind your references that their forms and letters **must be signed** to be considered complete.

**Completed Application** with **Cover Letter**, **Resume** and **three references** should be mailed to:

**IOIA, P.O. Box 6, Broadus, MT, USA 59317.**

**Deadline for receipt is October 1. Applicants will be notified by December 15<sup>th</sup>.**

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For further explanation contact:

Margaret Scoles, IOIA Executive Director,  
IOIA, P.O. Box 6, Broadus, MT, USA 59317  
phone/fax: (406) 436-2031

Email: [ioia@ioia.net](mailto:ioia@ioia.net)



## IOIA ANDREW RUTHERFORD SCHOLARSHIP APPLICATION

**Please read the instructions (on page 1 & 2) before preparing the application.**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
 Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Citizenship \_\_\_\_\_

Type of Training Course you are Applying For:  Basic Farm;  Process;  Advanced (Must qualify)

Language(s) Fluent In \_\_\_\_\_

What language(s) do you prefer/plan to conduct inspections in? \_\_\_\_\_

Sponsor (if have one) \_\_\_\_\_ Assisting with cost for training?  Yes  No

Sponsor Address \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Business Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ email \_\_\_\_\_

**Note:** Three references are required. One of the references, if possible, should be from a local organization or group involved in fostering organic agriculture or some type of community initiative.

**The reference forms must be returned to IOIA by October 1.**

Name of Reference (may not be a family member)	Reference Phone #	Reference emails
1.		
2.		
3.		

Have you had Organic Inspector Trainings?  Yes  No

Type and Location of Training Taken	Year of Training	Type and Location Training Taken	Year of Training
1.		3.	
2.		4.	

Have you performed organic inspections?  Yes  No

Approximate # of organic inspections done: Farm \_\_\_\_\_ Livestock \_\_\_\_\_ Processing \_\_\_\_\_



# IOIA ANDREW RUTHERFORD SCHOLARSHIP APPLICATION

APPLICANT NAME \_\_\_\_\_ FOR YEAR \_\_\_\_\_

1. Please assess your abilities as objectively and honestly as you can.  
(Check box for excellent, good, average or poor):

Ability	Excellent	Good	Average	Poor
Intellectual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination/creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. What do you feel are the job responsibilities of an organic inspector?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is it your wish to become an organic inspector?  Yes  No    If Yes:  Part Time;  Full Time

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your available time to do inspections after the training. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Do you have any present, past, or known future involvement that could be perceived by a reasonable person as being in conflict of interest if you pursue this career? Yes  No  If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Can you afford to pay the tuition for an IOIA Inspector Training Course? The tuition, lodging and meals for an IOIA inspector course is about \$600-800.00 US per session? Yes  No  Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## IOIA ANDREW RUTHERFORD SCHOLARSHIP APPLICATION

7. If you don't receive this scholarship will you still attend an IOIA training, now or future?

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8. Are you currently or have you ever been a member of IOIA?  No;  Current;  Past, if you have let your IOIA membership lapse, why?

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The information given in this application is true and accurate to the best of my knowledge.

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

**Please read the instructions (on page 1 & 2) before preparing the application.**