

**ARMA
GREATER CINCINNATI CHAPTER**

Member Scholarship Guidelines

ARMA International is a not-for-profit professional association.

The ARMA Greater Cincinnati Chapter has established a scholarship fund for the purpose of supporting and encouraging chapter members to pursue additional training related to the Records and Information Management field.

Eligibility of Applicants

1. Applicants must be current ARMA members in good standing with dues paid in full.
2. Applicants must be members who are employed in a records and information management-related field.
3. Selection will be based upon the following criteria listed on the member scholarship application form:
 - Support for the records and information management field
 - Background, goals, and objectives of training
 - Cost of participation
 - Attendance at ARMA meetings (current year)
 - Contribution to ARMA at local, regional, and international level

The amount of scholarship awarded will vary based on cost of participation, other sources of financial help, and financial need.

The scholarship money may be used for tuition or registration expenses, course materials, or travel expenses subject to the approval of the Chapter Board of Directors. Awards will be issued to the member.

Applications will be reviewed by the Chapter Board of Directors for approval.

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Member Scholarship Application

Name _____ Date _____

Address _____ Phone _____

City, State, Zip _____ E-Mail _____

Employer _____ Current Position _____

ARMA Membership (dates/years) _____

ARMA International or Chapter Level Participation Role (Board/Committee/Presenter, etc.):

_____ Year _____
_____ Year _____
_____ Year _____

Name of Course/Training Desired _____ Costs Involved:
Tuition/Fees _____

Description of Course/Training _____ Course Materials _____

Name of School/Organization _____ Travel Related _____

Location _____ Total Cost _____
_____ _____
_____ _____

Beginning Date _____ Employer _____
Ending Date _____ Self _____

Other Organizations _____

Describe how this training will benefit you in your present/future position and how it will benefit the Chapter. (Include background, goals, and any related information.)

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Member Scholarship Evaluation

LAST NAME	FIRST NAME	MI
EMPLOYER		

RATE THE FOLLOWING	MAXIMUM POINTS	POINTS EARNED
Employed in position related to or in support of Records and Information Management	10	
Course will improve member, member's company, or ARMA Chapter	20	
Financial Need/Cost of Participation	20	
ARMA Meeting Attendance (2 points per meeting – current year)	10	
Contribution to ARMA (5 points per activity) <u>International/Regional Level:</u> Officer Committee Chair Speaker/Presenter	20	
<u>Chapter Level:</u> Officer Committee Chair Speaker/Presenter		
TOTAL		

COMMENTS: