ARMA GREATER CINCINNATI CHAPTER

STUDENT SCHOLARSHIP GUIDELINES

ARMA is a not-for-profit professional association. The purpose of ARMA is to:

- Advance the practice of records and information management as a profession.
- Organize and promote programs of research, education, training, and networking within that profession.
- Support the enhancement of professionalism of the membership.
- Promote cooperative endeavors with related professional groups.

The ARMA Greater Cincinnati Chapter has established a scholarship fund for the purpose of supporting and encouraging students enrolled in records and information management courses.

Eligibility of Applicants

1. Applicants must be students who have been or will be enrolled in a records and information management course.

2. Applicants will become ARMA student members at the Chapter level. Membership fee will be waived.

3. Selection will be based upon the following criteria listed on the student scholarship application form:

   - Academic performance
   - Completion of at least one records and information management course
   - Essay stating background, goals and any relevant information
   - Attendance at ARMA meeting(s), if possible
   - Financial need
   - Items listed on attached evaluation form

The amount of scholarship awarded will vary based on the Chapter budget per year, cost of tuition, other sources of financial help, and financial need of applicant.

The scholarship money must be used for tuition, textbooks or other class materials, or related expenses subject to the approval of the Chapter Board of Directors for the academic year in which it is granted. Awards for tuition and books will be issued to the educational institution in the name of the student.

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

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STUDENT SCHOLARSHIP APPLICATION

PERSONAL

LAST NAME	FIRST	MI	STUDENT ID (if scholarship is being sent to school/college)
STREET ADDRESS			PHONE
CITY	STATE	ZIP CODE	E-MAIL

EDUCATIONAL

NAME OF SCHOOL, COLLEGE, OR EDUCATIONAL PROGRAM YOU ARE CURRENTLY ATTENDING			EXPECTED GRADUATION DATE
STREET ADDRESS			CREDITS CURRENTLY TAKING
CITY	STATE	ZIP CODE	CURRENT GPA (ATTACH TRANSCRIPT)
ACADEMIC HONORS			

RECORDS/INFORMATION COURSES YOU ARE TAKING, HAVE TAKEN, OR WILL BE TAKING	
SEMESTER DATES	COURSE TITLE AND BRIEF DESCRIPTION

FINANCIAL

FINANCIAL AID YOU ARE CURRENTLY RECEIVING	PERCENTAGE OF EDUCATION COSTS YOU PAY
FINANCIAL AID YOU ANTICIPATE FOR THE NEXT ACADEMIC YEAR	
DESCRIBE ANY SPECIAL NEEDS OR CIRCUMSTANCES YOU MAY HAVE	

AUTHORIZATION/RELEASE

The above facts are true and correct to the best of my knowledge, and I authorize ARMA Cincinnati Chapter and/or anyone acting on their behalf to investigate the above information.	
APPLICANT'S SIGNATURE	DATE

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STUDENT SCHOLARSHIP EVALUATION

LAST NAME	FIRST NAME	MI
SCHOOL, COLLEGE, OR EDUCATIONAL PROGRAM		

RATE THE FOLLOWING WITH THE POINT GUIDELINES	MAXIMUM POINTS	POINTS EARNED
GPA (4.0 = 20 pts., 3.5 = 15, 3.0 = 10, 2.5 = 5)	20	
Essay / Career goals	10	
Financial Need	20	
ARMA Meeting Attendance (2 points per meeting)	10	
Contribution to ARMA activities (5 points per activity)	20	
TOTAL		

COMMENTS: