

**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 \_\_\_\_\_

\_\_\_\_\_ Other Sources of Funds for Tuition/Fees:

\_\_\_\_\_ Employer \_\_\_\_\_

Beginning Date \_\_\_\_\_ Self \_\_\_\_\_

Ending Date \_\_\_\_\_ 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 <u>Chapter Level:</u> Officer Committee Chair Speaker/Presenter	20	
<b>TOTAL</b>		

COMMENTS: