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.
ARMA
GREATER CINCINNATI CHAPTER
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.)
# ARMA
## GREATER CINCINNATI CHAPTER
### Member Scholarship Evaluation

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
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</thead>
<tbody>
<tr>
<td>EMPLOYER</td>
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<table>
<thead>
<tr>
<th>Rate the Following</th>
<th>Maximum Points</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td>Employed in position related to or in support of Records and Information Management</td>
<td>10</td>
<td></td>
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<tr>
<td>Course will improve member, member’s company, or ARMA Chapter</td>
<td>20</td>
<td></td>
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<tr>
<td>Financial Need/Cost of Participation</td>
<td>20</td>
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<tr>
<td>ARMA Meeting Attendance (2 points per meeting – current year)</td>
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<td>Contribution to ARMA (5 points per activity)</td>
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<td>International/Regional Level:</td>
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<tr>
<td>Officer</td>
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<td>Committee Chair</td>
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**Comments:**