



# Mile High Denver Chapter of ARMA International Member Scholarship Application

The primary purpose of the Mile High Denver Chapter of ARMA International scholarship program is to 1) encourage participation in chapter meetings and events by members who might not otherwise be financially supported in their membership, and 2) reward enthusiasm and contributions of time and energy in promoting the interests of the chapter and the profession of records management.

## Application Process

### 1) Applicant:

- is a member in good standing of Mile High Denver Chapter with current dues paid,
- is not on the Scholarship Committee or Board of Directors of the chapter,
- is not immediately related to any member of the committee or board, and
- has not received a scholarship in the immediate past program year.

### 2) Application Documents (required)

- Signed and completed application form, postmarked by the required date
- Essay of at least 100 words describing why and how this scholarship will benefit him/her as a member of the Records Management profession
- Current resume

### 3) Scholarship Committee

- Consists of at least three and no more than five members in good standing: at least two are members of the chapter's board of directors and one of them is designated Committee Chair.
- Includes the previous year's scholarship recipient.
- Includes a Committee Chair responsible for tracking the requirements throughout the program year.
- Evaluates applications using an impartial scoring system which assesses financial need and enthusiastic commitment to the chapter and to the profession of records management.

### 4) Scholarship Recipients

- Become actively involved in chapter activities. They are required to do at least one of the following during the program year:
  - i. Give a five minute presentation at a chapter monthly meeting
  - ii. Write an article for the newsletter – first timer's view, etc.
  - iii. Work at an ARMA workshop, seminar and/or conference in some capacity, e.g. Seminar Committee
- If not paid directly by the Treasurer, provide verification (original copies of invoices) of eligible expenses (\$500 maximum total for program year). Eligible expenses include:
  - i. Annual ARMA International dues
  - ii. Annual Mile High Denver Chapter dues
  - iii. Monthly Chapter Meeting fees
  - iv. Spring Seminar registration
- Serve on the Scholarship Committee in the program year following their award.

### 5) Scholarship Program Guidelines

- All applications become the property of the Mile High Denver Chapter of ARMA International.
- Incomplete applications and applications postmarked after the required date will not be considered.
- In the event that the Scholarship Committee receives only one submission, the Committee is not obligated to give an award.
- Failure to comply with the procedures may obligate recipient to return the awarded scholarship funds.

**Mile High Denver Chapter of ARMA International  
Member Scholarship Application**

**Applying for \_\_\_\_\_ program year (September – June)**

Please type or print all information except for signature:

<b>Applicant Data</b>	Name		
	Address		
	City	State	ZIP
	Phone	Email	
<b>Professional Information</b>	Position		
	Employer		
	Employer Address		
	Supervisor	Phone	
	How long with company?		
<b>Eligibility</b>	Mile High Denver Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates of membership
	My company does <b>not</b> reimburse the following: ___ Mile High Denver Chapter Monthly Meetings ___ Mile High Denver Chapter Spring Seminar registration ___ ARMA International/MHD Chapter annual dues		
<b>Application Documents</b>	Applicant essay of at least 100 words describing why and how this scholarship will benefit him/her as a member of the Records Management profession		
	Applicant current resume		
	Completed Application		
<b>Applicant Statement</b>	In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information may result in termination of any scholarship granted. This application becomes the property of the Mile High Denver Chapter.  Applicant's Signature: _____ Date: _____		

<b>Office Use</b>	Application Checklist: The application is valid and complete when all of the following material has been mailed by <b>April 30, _____</b> :		
	Checklist ___ Date application received _____ ___ Scholarship Application ___ Valid Membership verified by _____ ___ Applicant essay		
	Recommendation / Approval Scholarship Committee Chair _____ Date _____		

**Mail application and related materials, postmarked no later than April 30, \_\_\_\_\_, to:**

Mile High Denver Chapter of ARMA  
 Attn: Chairperson – Scholarship Program  
 700 N. Colorado Blvd, #105  
 Denver, CO 80206