



Rocky Mountain Governmental Purchasing Association



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| <b>For Office Use Only:</b><br>Date of Application _____<br>Member ____ (Y/N)<br>Reward Issued ____ (Y/N) Date _____ |
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**APPLICATION FOR RMGPA REWARDS**

**A. General Information**

- ✓ Applications must be received by date set forth each year by the RMPGA Past President
- ✓ Complete application in its entirety
- ✓ Supporting documentation must be submitted for all activities

**Submit completed applications to:**  
 RMGPA Past President  
 Email: [pastpres@rmgpa.org](mailto:pastpres@rmgpa.org)

**B. Applicant Information**

Name: \_\_\_\_\_  
(Last) (First)

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**C. Activity Points Schedule**

| ACTIVITY  | POINTS PER ACTIVITY | MAXIMUM POINTS ALLOWED (Per-Year) | POINTS EARNED |
|---|---------------------|-----------------------------------|---------------|
| <b>CATEGORY A: RMGPA CONTRIBUTIONS</b>                  |                     |                                   |               |
| Attend RMGPA 1-day Conference                           | 1                   | 2                                 |               |
| Attend RMGPA 2-day Conference                           | 2                   | 4                                 |               |
| Represent Agency at the RMGPA Reverse Vendor Trade Show | 7                   | 7                                 |               |
| Sponsor a New RMGPA Member                              | 1                   | 3                                 |               |
| Sponsor a New RMGPA Agency                              | 2                   | 4                                 |               |

| ACTIVITY  | POINTS PER ACTIVITY | MAXIMUM POINTS ALLOWED (Per-Year) | POINTS EARNED |
|---|---------------------|-----------------------------------|---------------|
| Submit/Publish Article on RMGPA Website or Chapter Newsletter | 2                   | 4                                 |               |
| Elected RMGPA Chapter Officer                                 | 4                   |                                   |               |
| RMGPA Board Member  | 3                   |                                   |               |
| Committee Member  | 2                   |                                   |               |
| RMGPA Manager of the Year Recognition                         | 3                   |                                   |               |
| RMGPA Buyer of the Year Recognition                           | 3                   |                                   |               |
| RMGPA Conference Speaker (keynote or breakout session)        | 2                   | 6                                 |               |
| Volunteering at an RMGPA Community Service Project            | 2                   | 6                                 |               |
|   |                     | <b>Total Points (A)</b>           |               |
| <b>CATEGORY B: NIGP CONTRIBUTIONS</b>                         |                     |                                   |               |
| Attend NIGP sponsored 1-day class                             | 1                   | 4                                 |               |
| Attend NIGP sponsored 2-day class                             | 2                   | 6                                 |               |
| Attend NIGP sponsored 3-day class                             | 3                   | 6                                 |               |
| Teach an NIGP Course  | 2                   | 6                                 |               |
|   |                     | <b>Total Points (B)</b>           |               |
|   |                     | <b>Total Points (Sum A&amp;B)</b> |               |

**D. Affirmation Statement**

I hereby affirm that information and supporting documents are true and correct and that any falsification or willful misstatements or omissions may forfeit my rights to RMGPA Rewards.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**E. Comments**

We want to hear from you. Please provide any questions, comments or concerns you may have in regards to this program.

**Feedback – it really does make a difference!**

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# REWARDS PROGRAM POLICY AND PROCEDURE

## **A. PROGRAM INTENT AND FUNDING**

1. To reward RMGPA members who actively participate in the Chapter and the activities organized, hosted or sponsored by RMGPA.
2. To further the goals of the Chapter by providing additional educational and professional development opportunities and NIGP certification assistance.
3. Funds for the program will be obtained from a portion of the revenue collected from the previous annual Reverse Vendor Trade Show.
4. The amount of each Reward shall be \$200.00. The number of Rewards shall be determined by the RMGPA Board each January and is contingent upon overall organizational needs and proceeds available.

## **B. REWARD CRITERIA**

The following applies to RMGPA Rewards:

1. Individuals and their Agency must be a paid member of the RMGPA Chapter of NIGP in good standing for a least one year prior and in the current year to receive a reward.
2. Only one Reward per member per year may be awarded.
3. Rewards are not transferable to another member.
4. Must be used within the same calendar year issued, unless a prescheduled function has been cancelled. An individual may be awarded an extension on their Rewards balance for an additional year upon written request, detailing the reason for the request, and its subsequent approval, at the discretion of the Past President.
5. Members who receive Rewards are ineligible to receive a Reward the following year.
6. Rewards may be used for any of the following functions:
  - a. Registration fees for any RMGPA educational classes or quarterly conference
  - b. Registration fees associated with any of the following NIGP functions:
    1. LEAP Classes
    2. CPPB/CPPO Review Classes
    3. CPPB/CPPO Test, Application or Recertification Application
    4. Seminars/Workshops
    5. Webinars
    6. NIGP Forum Registration
    7. Any NIGP Approved Function

## **C. EXCEPTIONS**

1. Functions already paid thru Rewards Program or RMGPA/ NIGP Scholarships are not eligible for Reward points.
2. RMGPA President, Vice President, and Past President are ineligible for Rewards Program.
3. Rewards cannot be used to cover lodging or meals or travel expenses.

#### **D. APPLICATION FOR REWARDS**

1. A completed Application for RMGPA Rewards Form must be received by the Past President of RMGPA by the date set forth each year by the Past President.
2. Points are earned by members for each activity they participated in during the previous calendar year.
3. Supporting documentation must be submitted with the application and reflect activity for the period of January 1 to December 31 of the previous year (date of activity must be evident on supporting documentation).
4. Application results will be compiled by the RMGPA Past President and presented to the Board of Directors for consideration.
5. Only the points shown on the application will be used.
6. Rewards will be based upon the highest cumulative score on submitted applications and announced at each Spring Conference.

#### **E. REDEMPTION**

1. Once a Reward is approved and awarded, the individual will receive a Redemption Request form.
2. A Redemption Request form must accompany each request submitted to the Past President of RMGPA. Please allow two weeks to process the request. Reimbursement to a Rewards recipient can also be made upon proof of payment and attendance at an official RMGPA/NIGP event. A copy of the certificate received by attending the class, test or conference must also be forwarded to the Past President as proof of attendance. Failure to provide proof of attendance will require reimbursement by the Member to the Chapter. Failure to reimburse will result in Member being ineligible for future Rewards.
3. Any difference in the amount of the Reward versus the cost of the class, test or function shall be the responsibility of the recipient if the cost is greater. If the cost of the class, test, conference or function is less than the Reward amount, that amount will be retained in the RMGPA treasury and the balance may be used for another approved function upon submittal of another Redemption Request form.
4. All Rewards that are not used by the end of the calendar year issued will be returned to the general fund. An individual may be awarded an extension on their Rewards balance for an additional year upon written request, detailing the reason for the request, and its subsequent approval, at the discretion of the Past President.