



## **NIGP FORUM SCHOLARSHIP APPLICATION**

Submit your completed Scholarship Application by the date shown on the RMGPA website. Special circumstances shall be approved by the Education/Professional Development Committee.

Only one RMGPA sponsored scholarship shall be awarded to a regular member in a calendar year. No more than four scholarships shall be awarded to members of the same agency in a calendar year. Subsequent requests from members within the same agency and in the same calendar year will not be considered. Agencies are responsible for determining which of their staff would be best served by scholarship assistance.

Scholarships are awarded to those agencies that would not otherwise be able to financially support attending Forum and may be granted for up to 100% of the registration fee for the NIGP Annual Forum and will include reasonable lodging and travel expenses. Only the Education/Professional Development Committee can approve fees for late registration or cancellation. Any additional expenses relating to Forum shall be funded by the agency or personal funds, if applicable.

*Participation in funding by the employer recommended.*

Eligibility shall be limited to regular members of RMGPA as of the date of the application. Individual, not Agency membership, must be current. The applicant will be evaluated on their demonstration of dedication to the purchasing profession, professional development needs, and a commitment to RMGPA. The Application must contain a description of the financial constraints requiring the scholarship.

### **REQUIREMENT:**

The scholarship recipient is required to write an article for the RMGPA Newsletter and/or RMGPA website. The article should detail the experience and the benefits derived from attending Forum. Submissions will be coordinated with the Newsletter and/or Communication Chair within 15 days of completing the exam or application.

Recipient will not be eligible for RMGPA scholarships for two years from the date of the event if they do not comply with this requirement. ***If the course is not successfully completed or conference not attended, the recipient/agency will be required to reimburse RMGPA for 100% of the awarded funds.***

Appeals must be submitted to and received by the Education/Professional Development Committee Chairperson within 14 days of the date indicated on the denial letter. The Chairperson will present any Appeals to the RMGPA Board of Directors for decision. Decisions by the Board are final.

### **Submit scholarship application to:**

RMGPA Education/Professional Development Chair  
ProD@rmgpa.org

*Save this form to your desktop, fill in the information by clicking on form field box, tab to next field. After completing, print out for signatures, scan completed application and submit to the Professional Development Chair's email address above.*

**NAME OF APPLICANT:**

**EMPLOYER:**

**TITLE:**

**BUSINESS ADDRESS:**

**WORK PHONE:**

**EMAIL:**

**CHECK ALL THAT APPLY:**

**RMGPA Member**  (must be current member to be eligible for scholarship)

**National NIGP Member**

**Other Purchasing Affiliations**   
(Describe)

**IMMEDIATE SUPERVISOR:**

**NAME:**

**PHONE:**

**EMAIL:**

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**DATES OF FORUM:**

**CONFERENCE FEE:**

**TRAVEL & LODGING EXPENSES:**

**AMOUNT YOUR AGENCY WILL PAY:**

**SCHOLARSHIP REQUESTED:**

*(Maximum amount is 100% of registration fee and reasonable travel and lodging expenses)*

<b>RMGPA Membership</b>	Possible Points
How long have you been a RMGPA member?	
Less than 5 years	<input type="checkbox"/> 1
More than 5 years and less 10 years	<input type="checkbox"/> 2
More than 10 years	<input type="checkbox"/> 5

<b>Procurement Related Certifications</b> (Attach a copy of current certificates)	Possible Points
Select maximum of two.	
CPPB	<input type="checkbox"/> 10
CPPO	<input type="checkbox"/> 5
CPM	<input type="checkbox"/> 5
Other:	<input type="checkbox"/> 5
None – Not Eligible	<input type="checkbox"/> 2
None	<input type="checkbox"/> 0

<b>What would you like to accomplish by attending Forum?</b> (Select one)	Possible Points
Receive points towards recertification	<input type="checkbox"/> 5
Receive points towards certification	<input type="checkbox"/> 2
Develop knowledge of a specific topic List:	<input type="checkbox"/> 2
Networking opportunities	<input type="checkbox"/> 2
List Other:	<input type="checkbox"/> 2

<b>Contributions to RMGPA Committee Involvement and Leadership</b>	Possible Points
Select all that apply over the past two years and attach copies of Certificate of Committee Volunteerism	
Current Year Committee Chair	<input type="checkbox"/> 15
Current Year Committee Co-Chair	<input type="checkbox"/> 10
Current Year Committee Member (not as chair or co-chair)	<input type="checkbox"/> 5
Prior Year Committee Chair	<input type="checkbox"/> 15
Prior Year Committee Co-Chair	<input type="checkbox"/> 10
Prior Year Committee Member (not as chair or co-chair)	<input type="checkbox"/> 5

<b>Contributions to the Procurement Profession</b> List any contributions you have made to the profession within the past two years. Attach copies of certificates, agendas, publications, or minutes to support contribution.	Possible Points
Attended at RMGPA Board Meeting <input type="checkbox"/>	2
Served on a Committee for RMGPA or NIGP List: <input type="checkbox"/>	5
Wrote articles for RMGPA or NIGP List: (max. two) <input type="checkbox"/>	5
Wrote articles for your entity or other publication List: (max. two) <input type="checkbox"/>	5
Served as a trainer or speaker at a purchasing related function for your entity List: <input type="checkbox"/>	10
Serving as a speaker at an RMGPA or NIGP event List: <input type="checkbox"/>	15
Other related contributions List: <input type="checkbox"/>	5

<b>RMGPA &amp; NIGP Sponsored Training and Events</b> (Attach a copy of certificate of attendance)	Possible Points
Select all that apply over the past two years.	
Current Year Reverse Vendor Trade Show – Entity Representative at Booth <input type="checkbox"/>	5
Current Year Spring Conference <input type="checkbox"/>	5
Current Year Summer Conference <input type="checkbox"/>	5
Current Year Fall Conference <input type="checkbox"/>	5
Current Year Winter Conference <input type="checkbox"/>	5
Prior Year Reverse Vendor Trade Show – Entity Representative at Booth <input type="checkbox"/>	5
Prior Year Spring Conference <input type="checkbox"/>	5
Prior Year Summer Conference <input type="checkbox"/>	5
Prior Year Fall Conference <input type="checkbox"/>	5
Prior Year Winter Conference <input type="checkbox"/>	5
Student Job Fair Outreach Participant Describe: <input type="checkbox"/>	5
NIGP Workshop, Conference, or Forum: <input type="checkbox"/>	5

<b>Work Related Contributions to your Entity</b> Select all that apply over the past two years. Max 12 points allowed.		Possible Points
Assisted in Rewriting Entity Procurement Policies and Procedures	<input type="checkbox"/>	2
Involvement of Standardizing Procedures, Forms or Templates	<input type="checkbox"/>	2
Development of Websites for Posting Contract Opportunities	<input type="checkbox"/>	2
Development/Implementation of Electronic Procurement System	<input type="checkbox"/>	2
Serve on Entity Committee (i.e. diversity, sustainability, safety, etc.) List:	<input type="checkbox"/>	2
Other Contributions: List: (max two)	<input type="checkbox"/>	2

### SCHOLARSHIP REQUIREMENTS:

1. Involvement in RMGPA is essential to the organization's ongoing success. Please check one or more of the following volunteer committees you will commit to and participate in over the 6 months following receipt of this scholarship.

(Applicants must select at least one.)

- Awards
- Chapter Enhancement
- Communications
- Elections
- Legislative
- Marketing
- Membership
- Newsletter
- Professional Development
- Programs
- Other \_\_\_\_\_

### 2. RMGPA Newsletter and/or Website Article

Select option:

- RMGPA Newsletter Article
- RMGPA Website Article

Information included in the report may be used in RMGPA publications, including newsletters, website, and course/conference marketing material.

## Essay Questions

1. Provide a detailed explanation/justification of the need for funds. (This explanation/justification will be used to determine whether the request will be granted and to determine who shall receive funds in the event of insufficient funds to grant all requests.)
2. How will Forum benefit you as an individual? How will your employer benefit? How will RMGPA and NIGP benefit?
3. List your contributions to the procurement profession and/or the chapter.
4. Describe how this scholarship will contribute to your professional goals and growth.
5. Provide any additional information you wish to have considered.

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Signature of Applicant: \_\_\_\_\_

Date:

*By signing below, I certify that all information is accurate to my knowledge, and that the agency does not have the financial means to pay more than stated above for Applicant's registration without receipt of a scholarship.*

Signature of Supervisor: \_\_\_\_\_

Date: