

Scholarship Program Policy

SECTION 3: PROGRAMS

1. PARTICIPATION SCHOLARSHIP

To reward those members who actively participate in the Central Florida Chapter (CFC) of NIGP and who wish to further their educational goals, the Chapter shall provide a CFC-NIGP Scholarship Fund. The scholarship budget is contingent upon available funds each year and will be approved by the general membership on a yearly basis as part of the overall budget approval process. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.

A. The Board of Directors, by majority vote, shall establish the value of scholarship points for various eligible activities during the chapter year. Activities eligible for award of points are: meeting attendance, service as an Officer of the chapter or other procurement related organizations, committee participation, education, conference attendance, event participation and certifications.

B. Members will accumulate points on a yearly basis. Awarded scholarship dollars may be carried forward (deferred) and accumulated by the member for future use by submittal of a deferment request.

C. Each member is entitled to scholarships, as specified by membership category, based on points earned.

D. Scholarships may be used for any procurement related function (including travel costs), educational material or recertification. Functions may include classes, tests, conferences, seminars, educational materials, tradeshow, etc. Travel costs may include hotel, mileage, airfare, rental car, per diem, etc. Reimbursement for travel items such as mileage and per diem shall be determined by the current Federal rate schedule. This schedule is available at www.gsa.gov/portal/category/21287. Rates will be based on location of the event.

E. All applications will be reviewed and points assigned based on participation in functions from the previous calendar year. The amount per scholarship point will be determined by dividing the scholarship budget by the number of scholarship points earned by the membership.

F. Scholarship points are not transferable to another person.

G. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.

H. Reimbursement to a scholarship recipient can be made upon proof of payment and attendance at a qualified event. A copy of the certificate or approved registration receipt received by attending the event or conference must be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will result in no reimbursement to the member.

I. Payments on behalf of a scholarship recipient can be made to fund a member's attendance at a qualified event, certification or recertification. Documentation shall be submitted to the Vice President.

J. Any difference in the amount of the scholarship versus the cost of the event shall be the responsibility of the scholarship recipient if the cost is greater. If the cost of the event is less than the

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scholarship amount, that amount will be returned to the CFC-NIGP Treasurer. Failure to reimburse will result in member being ineligible for future scholarships.

- K. Scholarship funds shall be returned to the Chapter promptly in the event the activity is canceled.
- L. Each member is required to submit a Scholarship Application to the Scholarship Committee in accordance with the Scholarship Application procedures noted below.
- M. At the discretion of the Board, members may be provided the opportunity to use scholarship funds for Chapter sponsored community service initiatives.

1.1 Scholarship Application Procedures

- A. Members shall submit a Scholarship Application to the Scholarship Committee by January 31st, noting the procurement activities as outlined on the application.
- B. Members shall attach supporting documentation for all functions. Chapter meeting attendance and committee meeting attendance will be verified by the sign-in sheets for those meetings and do not need to be submitted by the member.
- C. All Scholarship Applications must be received by the deadline set by the Scholarship Committee, January 31st.
- D. If any points are earned in a given year, an application must be submitted by January 31st of the following year so points can be recorded even if a member plans to defer points.
- E. Each member is required to submit a Scholarship Redemption Request to the Vice President in accordance with the Scholarship Redemption procedures noted below.

1.2 Scholarship Redemption Procedures

- A. Members shall complete a Scholarship Redemption Request and submit it to the Vice President in order to redeem scholarship funds.
- B. Supporting documentation must be attached and may include course curriculum, registration form, travel request from member's entity, etc.
- C. The completed a Scholarship Redemption Request must be submitted by December 1th of the current year.

1.3 Scholarship Deferment Procedures

- A. Members shall respond to and complete ***in its entirety*** a Scholarship Deferment Survey and submit it online in order for Awarded scholarship dollars to be carried forward (deferred) and accumulated by the member for future use.
- B. The completed a Scholarship Deferment Survey must be submitted by December 15th of the current year.
- C. The Scholarship Deferment Survey will be available to members that are listed on the Scholarship Log and will be posted on the Central Florida Chapter of NIGP website no later than October 15th of the current year and will close on December 15th of the current year.

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- D. **NOTE:** Members are responsible for verifying their email addresses on the Scholarship Log posted on the Central Florida Chapter of NIGP website, and, providing any contact information revisions to the Vice President at vicepresident@cfcnigp.org no later than October 15th of the current year.

1.4 Scholarship Deferment Survey

The Scholarship Deferment Survey may include the following required questions, at a minimum:

1. Do you wish to defer your scholarship points for the current year as posted in the latest Scholarship Log on the Central Florida Chapter of NIGP website?
 - a. Single answer
 - i. Yes
 - ii. No

2. By providing your name below, you agree to the Scholarship Deferment of your scholarship points for the current year as posted in the latest Scholarship Log on the Central Florida Chapter of NIGP website
 - a. Comment – Blank/open box to write a response

Adopted: September 25, 2015

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