

## **Columbia Chapter NIGP 2009 Forum Scholarship Program**

Columbia Chapter is offering up to two (2) scholarships to enable chapter members to attend the 2009 NIGP National Forum in St. Louis, Missouri. There are two scholarships available. Two scholarships valued at up to \$2000 or the full cost of registration, hotel and airfare (whichever is less). These scholarship monies may be applied to the following items only:

- Forum Registration
- Airfare
- Hotel

The scholarship money may not be used for any other forum related expenses.

### **Eligibility:**

In order to be eligible, a member must meet the following criteria:

1. Currently be a Columbia Chapter regular member or associate member in good standing and have been a regular member or associate member in good standing the previous year.
2. Chapter members who receive a Forum scholarship in either of the previous two years (2007 and 2008) are not eligible.
3. Chapter Officers are not eligible.
4. Members of the Columbia Chapter Scholarship Committee are not eligible.

### **Application:**

To apply please provide the application information requested below and submit to:

Denice Henshaw  
Procurement Specialist  
City of Portland, Bureau of Purchases

Submit via email or fax to:  
[denice.henshaw@ci.portland.or.us](mailto:denice.henshaw@ci.portland.or.us)  
503-823-2299  
Fax 503-865-3403

**Application Deadline: May 1, 2009**

**Application Information Required:**

1. Complete and provide the 2009 Columbia Chapter Forum Scholarship Application Form
2. Provide a written response to the following:
  - a. Describe your participation in the chapter including meeting attendance, submission of articles to chapter newsletter, workshop attendance, workshop presentations, class attendance, chapter committee participation, participation in chapter events, mentorship of other chapter members or other chapters, participation on certification evaluation panels (CPPO oral exam) and sponsorship of new members.
  - b. Describe your certification status, whether certified or pursuing certification.
  - c. Describe how attendance at Forum will aid you on the job and help your professional advancement.

**Scholarship Payment or Reimbursement:**

If funds will be used for Forum registration, Columbia Chapter will pay NIGP directly on behalf of awardees. The Chapter prefers to pay directly for the cost of the expense or to reimburse awardees for those expenses when direct payment is not an option. Advances for specific expenses are available if other options are not possible.

If Chapter does not pay expenses directly to the vendor, the awardees shall provide the Chapter with itemized receipts, whether payment is reimbursed or advanced.

If the Chapter provides an awardee an advance but the awardee cannot or does not attend, he or she must reimburse the Chapter for the amount of the advance.

**Combining OPPA and Columbia Chapter Scholarships:**

Applications will be considered from those who receive a 2009 OPPA Forum Scholarship; however preference will be given to those who have not received other scholarships to the 2009 Forum. Race, creed, color, national origin, gender, age, or employment status of the applicant will not be considered in making awards.

**Columbia Chapter NIGP 2009 Forum Scholarship Program**

**APPLICATION FORM**

Applying for: \$2000 Scholarship

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

By signing this application, applicant and manager certify that his/her employer is unable or unwilling to pay the cost of the applicant's attendance to the 2009 NIGP National Forum.

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

Manager's Signature (required): \_\_\_\_\_

Print Manager's Name/Title: \_\_\_\_\_

**Application Deadline: May 1, 2009**

Denice Henshaw  
Procurement Specialist  
City of Portland, Bureau of Purchases

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