



**Columbia Chapter, NIGP**  
818 SW 3<sup>rd</sup> Avenue  
PMB 1499 Portland OR 97204  
www.columbiachapternigp.org

## **COLUMBIA CHAPTER NIGP SCHOLARSHIP PROGRAM**

### **PROGRAM INTENT AND FUNDING**

The Scholarship Program is promoted at meetings, through the Columbia Chapter Newsletter and Website and at sponsored workshops. Selection will be based on the application and merits of each applicant in accordance with the scholarship segment criteria. Race, creed, color, national origin, gender, age or employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships. Scholarship winners will be notified in writing of their selection as a scholarship recipient.

The Columbia Chapter NIGP (Columbia Chapter) values the contributions, efforts, dedication and professionalism of its members. As such, Columbia Chapter's Scholarship Program is offered to meet the member's needs in the hopes that the Chapter may assist them in financing their growth in the field of governmental purchasing, and also support their determined efforts toward growth and development within the profession.

Columbia Chapter recognizes that it has become increasingly more difficult for public entities to provide funding for member's professional development and continued education. Therefore, the Scholarship Program, as funding permits, will assist current members with a bonafide financial need in sustaining their professional goals.

Funding will be determined by the Columbia Chapter Board each January and is contingent upon overall organizational proceeds available from the Chapter's various fund raising activities.

### **SCHOLARSHIP APPROVAL**

All requests for scholarships shall be forwarded to the Vice-President on the **Columbia Chapter NIGP Scholarship Application**. Incomplete applications shall not be considered.

The Vice-President shall chair the Scholarship Committee, consisting of him/herself, an appointed membership committee member and a past president. The committee shall recommend approval or disapproval of scholarship requests, to the Board for final approval. In no case shall scholarships be awarded in excess of budgeted dollars.

### **SCHOLARSHIP PROGRAM AWARD SEGMENTS**

The Columbia Chapter Scholarship Program shall consist of three segments. In order to be considered for any segment, a chapter member must:

- Have been a member in good standing for both the year in which he/she receives a scholarship and for the previous year.
- Have not have received a scholarship in the segment applied for during the preceding two (2) calendar years.
- Apply for the scholarship not less than sixty (60) days prior to the scholarship segment activity (event) or earlier depending upon timelines associated with program segments.
- Provide proof of attendance and submit a written and/or oral report to the Columbia Chapter Board of the benefits received by attendance.

- Meet any other scholarship criteria for the segment requested.
1. **NIGP NATIONAL FORUM** – Maximum funding will be cost of lodging, transportation and registration. Applicants must meet the following additional requirements:
    - A. Applicants must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities, class attendance, chapter committee and event participation and sponsorship of new members, etc.
    - B. Applicant should be actively pursuing professional certification (CPPB, CPPO) or already be certified.
    - C. Applicant cannot be a current chapter officer.
    - D. Applicant cannot be on the Scholarship selection committee.
  2. **SEMINAR CONFERENCE / CLASS ATTENDANCE** – Maximum funding will be the cost of one of all of the following: lodging, transportation, and/or registration. Scholarship Applicant must meet the following additional requirements:
    - A. Prove the event they are applying for is eligible for certification/recertification points, or be sponsored by NIGP or an affiliated chapter.
    - B. Applicant must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities class attendance, chapter committee and event participation and sponsorship of new members, etc.
    - C. Applicant should be actively pursuing professional certification (CPPB, CPPO) or already be certified.
    - D. Applicant cannot be a current chapter officer.
    - E. Applicant cannot be on the Scholarship selection committee.
  3. **CPPB / CPPO CERTIFICATION** – Maximum funding will be cost of registration. Applicants must meet the following additional requirements:
    - A. Application must be for a Columbia Chapter or OPPA hosted CPPB / CPPO Certification course.
    - B. Applicant must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities class attendance, chapter committee and event participation and sponsorship of new members, etc.
    - C. Applicant cannot be a current chapter officer.
    - D. Applicant cannot be on the Scholarship selection committee.

## **REDEMPTION**

### **1. Reimbursement**

- A. Reimbursement is made to a Scholarship recipient upon proof of payment and attendance at a qualifying event.
- B. A copy of the certificate received by attending the class, test or conference, in addition to the Payment Request Form, must be forwarded to the Vice President as proof of attendance.
- C. Failure to provide proof of attendance may result in denial of reimbursement.

### **2. Payment in Advance Due to Member Hardship**

- A. Payment of the award may be made in advance on behalf of a scholarship recipient indicates they have a financial hardship. (See \*Applicant Signature page.)
- B. A Payment Request Form as well as copies of registration paperwork must accompany such a request.
- C. Such requests must be forwarded to the Vice President.
- D. Checks will be provided to scholarship recipient but will be made payable to the entity providing the professional development service or continuing education.
- E. Failure to provide copies of registration paperwork may result in the returning of paperwork and may cause delay for scholarship recipient.
- F. Requests for advance payment must be indicated on this application on the signature page. Should an applicant fail to indicate on the application but determines they have a hardship; they must contact the Vice President of the Columbia Chapter within 10 calendar days of the Vice President's receipt of their application.
- G. The Vice President will conduct a review of scholarship applications. Applicants should allow up to two weeks for processing of your request, and notification of a decision.



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**COLUMBIA CHAPTER, NIGP SCHOLARSHIP APPLICATION 2015**

**NAME:** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**ENTITY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**SCHOLARSHIP SEGMENT APPLYING FOR:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_  
Applicant must attach a copy of the event flyer.

**EVENT DATE(S)** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**ESTIMATED COSTS (Attach Proof of these expenses)**

**REGISTRATION \$** \_\_\_\_\_ **LODGING \$** \_\_\_\_\_ **TRAVEL \$** \_\_\_\_\_

Please provide a brief summary of the value that this event will provide to you, your entity, and to the Columbia Chapter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List current your certifications:** \_\_\_\_\_  None at this time

**Are you currently working towards any certifications?**  Yes  CPPB  CPPO  No

Anticipated Month and Year of Certification: \_\_\_\_\_

Does the event this scholarship will be used for qualify for certification/recertification points?

Yes  No

Have you applied for, or have been awarded any other scholarships within or outside of the Columbia Chapter?

Yes Name of other Scholarship(s): \_\_\_\_\_ Status: \_\_\_\_\_  
 No

If you are requesting a scholarship to attend Forum, please indicate:

Full Scholarship  
 Partial Scholarship

Have you ever attended an NIGP Forum? *This question does not determine whether you are eligible for a scholarship to attend in the future.*

Yes: What year: \_\_\_\_\_ Location: \_\_\_\_\_

**GENERAL MEETINGS, CLASSES, AND EVENTS**

How many general membership meetings did you attend in the past 2 years? (1 Point per Meeting) You must have signed at each meeting in to receive points for this scholarship.

I attended \_\_\_\_\_ meetings in 20\_\_.  
I attended \_\_\_\_\_ meetings in 20\_\_.

How many classes offered by the Columbia Chapter have you attended in the past three years? (2 Points per class) Please attach proof.

I attended \_\_\_\_\_ classes in the year of \_\_\_\_\_.  
I attended \_\_\_\_\_ classes in the year of \_\_\_\_\_.  
I attended \_\_\_\_\_ classes in the year of \_\_\_\_\_.

Have you attended other classes or events in the past three years for your professional development in governmental purchasing? (Maximum 2 points, pending review)

Yes: Please describe event and give dates: \_\_\_\_\_  
\_\_\_\_\_

No

**CHAPTER CONTRIBUTIONS (1 point for each)**

How have you contributed to the Columbia Chapter in the past 48 months? Please indicate the dates.

I have volunteered:  
Please describe the event, the date(s) and your duties: \_\_\_\_\_

- 
- I made a donation to be auctioned off at the Holiday Luncheons, *Silent Auction*.  
*Indicate year(s):* \_\_\_\_\_
  - I made a donation to be auctioned off at the Holiday Luncheons or *Wine or Whine*.  
*Indicate year(s):* \_\_\_\_\_
  - I was a Winning Bidder at the Holiday Luncheon.  
*Indicate year(s):* \_\_\_\_\_

**CHAPTER CONTRIBUTIONS (continued)**

- I have donated cash to “Miss Piggy” (Bank for scholarships)
  - I am a Committee Member.
  - I referred a new member to our Chapter.  
Name of member: \_\_\_\_\_
  - I completed an on-line survey.  
Which survey? \_\_\_\_\_
  - I completed a class or workshop survey.  
Which class/workshop? \_\_\_\_\_
  - I donated canned Food or Non-Perishable items for charity on behalf of Columbia Chapter.
  - I represented the Chapter at an event.  
*Please describe the event, the date(s) and your duties:* \_\_\_\_\_
- 
- I was a class Instructor or Presenter at an event.  
Which class/workshop? \_\_\_\_\_
  - I nominated a member for Buyer of the Year.  
*Indicate year(s):* \_\_\_\_\_
  - I nominated a member for Manager of the Year.  
*Indicate year(s):* \_\_\_\_\_
  - I was awarded Buyer of the Year.  
*Indicate year(s):* \_\_\_\_\_
  - I was awarded Manager of the Year.  
*Indicate year(s):* \_\_\_\_\_
  - I submitted a story for the Chapters website
  - Other Contribution(s): \_\_\_\_\_

**EVENTS (1 point for each “yes”)**

Did you attend the RVTS?

Yes Indicate year(s): \_\_\_\_\_  No

Did you attend the Holiday Luncheon?  Yes Indicate year(s): \_\_\_\_\_  No

Did you attend the February Workshop?  Yes Indicate year(s): \_\_\_\_\_  No

Did you attend the NIGP/OPPPA Joint Workshop?  Yes Indicate year(s): \_\_\_\_\_  No

**By signing this application below, both signers hereby certify that the applicant's entity is unwilling or unable to pay for the applicant's attendance at the requested event.**

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

*\*I am requesting payment in advance due to hardship.*

Managers Name and Title: \_\_\_\_\_  
Please print.

Managers Signature: \_\_\_\_\_

**Submit this form to the Columbia Chapter Vice-President**

**Current Vice President's Email:**  
[james.moering@portlandoregon.gov](mailto:james.moering@portlandoregon.gov)

Questions? Contact James Moering via email, or phone at (503) 823-7886.  
**Thank you!**

**Date application was received:**

**Application review:**

**Name, Date, and Date of Applicant's notification:**

**Total number of points scored on application:**

**Other considerations given (if any):**