



Columbia Chapter, NIGP

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COLUMBIA CHAPTER OF NIGP SCHOLARSHIP PROGRAM

PROGRAM INTENT AND FUNDING

The Scholarship Program is promoted at meetings, through the Columbia Chapter of NIGP (Columbia Chapter) website, with emails, and at sponsored workshops. Selection will be based on the application and merits of each applicant in accordance with the scholarship activity 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.

Columbia Chapter values the contributions, efforts, dedication and professionalism of its members. 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 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 December 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 Scholarship Chair on the **Columbia Chapter NIGP Scholarship Application**. Incomplete applications will not be considered.

The Immediate Past President shall chair the Scholarship Committee with two committee members appointed by the 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.

Maximum funding will be limited to the following: lodging, transportation, and/or registration.

SCHOLARSHIP PROGRAM AWARD ACTIVITIES

The Columbia Chapter Scholarship Program shall consist of three activities.

1. NIGP NATIONAL FORUM
2. SEMINAR CONFERENCE / CLASS ATTENDANCE
3. CPPB / CPPO CERTIFICATION / RECERTIFICATION

Activity must be eligible for certification/recertification points, or be sponsored by NIGP or an affiliated Chapter.

To be considered for any activity, you must:

- Be a current Chapter member and submit application no later than the end of January for points earned in the previous year. Request attendance for specific activity or request that awarded scholarship dollars are rolled over.
- Be current and continue for the duration of the roll over period or scholarship dollars will become invalid. Scholarship dollars can be rolled over up to a maximum of five years.
- Have been a member in good standing for both the year in which scholarship is requested and for the previous year.
- 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 fundraising activities, class attendance, Chapter committee and event participation, sponsorship of new members, etc.
- Be actively pursuing professional certification (CPPB, CPPO) or already be certified.
- Provide proof of attendance upon request by Columbia Chapter's Board.
- Be willing to submit a written report or presentation to the Columbia Chapter Board of the benefits received.
- Be responsible for tracking their own points and shall provide documentation as requested by Columbia Chapter's Board.

REDEMPTION

Scholarship disbursements may be made in two different ways:

- a. Payment in advance of activity:

Scholarship recipients should submit a payment request to Columbia Chapter's Treasurer for registration costs, travel and lodging expenses if applicable. This request should be submitted at least two (2) weeks in advance of the activity. The Treasurer will issue payments directly to the workshop sponsor or lodging facility. If travel by means other than automobile is required, the recipient shall submit an explanation of special travel needs. Travel shall be by the most economical means available.

- b. Reimbursements after activity:

If the scholarship recipient has already made payment and is seeking reimbursement, receipts shall be submitted to the Treasurer with the reimbursement request. If a

reimbursement request or portion of the request is not approved, an explanation will be provided to the requestor. Columbia Chapter's Scholarship Program does not reimburse meal expenses.