



COLUMBIA CHAPTER OF NIGP SCHOLARSHIP PROGRAM PROCEDURES

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 four activities.

1. NIGP NATIONAL FORUM
2. SEMINAR CONFERENCE / CLASS ATTENDANCE
3. NIGP-CPP / CPPB / CPPO CERTIFICATION or RECERTIFICATION
4. PROCUREMENT RELATED ACTIVITY / MEETING / TRAINING (Up to \$250/annually)

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

To be considered for any activity, a chapter member must:

1. Submit your application no later than the end of February for points earned in the previous year. Request attendance for specific activity or request that points are rolled over. Points can be rolled over up to a maximum of five years. The Board has made an exception that dollars earned in 2018 may be rolled over an extra year to 2023 due to the pandemic.
2. Have been a member in good standing for both the year in which scholarship is requested and for the previous year.
3. 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.
4. Be actively pursuing professional certification (NIGP-CPP, CPPB, CPPO) or recertification.
5. Provide proof of attendance upon request by Columbia Chapter's Board.
6. Be willing to submit a written report or presentation to the Columbia Chapter Board of the benefits received.
7. 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. It is preferred that the Scholarship recipient requests reimbursement after approval of activity, however, the request may be submitted in advance of the activity.

Scholarship recipients may submit a payment request to Columbia Chapter's Scholarship Chair for registration costs, travel and lodging expenses. If travel by means other than automobile is required, the recipient will submit an explanation of the travel needs. Travel will be by the most economical means as possible. 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.

a. Payment in advance of activity:

If the scholarship recipient is requesting payment in advance, the recipient shall submit the "Payment Request Form" to the Scholarship Chair to request for payment in advance no later than 30 calendar days prior to the event. Please note that Columbia Chapter is not liable for any deadlines. The Treasurer will issue payment directly to the scholarship recipient.

b. Reimbursements after activity:

If the scholarship recipient has already made payment and is seeking reimbursement, the recipient shall submit the "Payment Request Form" along with receipts to the scholarship chair for reimbursement. The Treasurer will issue payment directly on the "Payment Request Form".