



ARMA Twin Cities Chapter Scholarship Reimbursement Program Guidelines

The ARMA Twin Cities Chapter is dedicated to furthering education and participation in activities related to the Records and Information Management (RIM) profession. Toward that end, we offer these scholarship reimbursement opportunities.

Opportunities

1. **Member Scholarship.** This scholarship of up to \$500 is available for RIM professionals who do not receive reimbursement for monthly ARMA meetings, the annual Twin Cities spring seminar, or international/chapter membership dues through their employment or other means. Application for reimbursement for the Member scholarship may be made at any time during the program year by filling out the form and submitting it to the Education Chair. Recipients of these scholarships remain anonymous.
2. **Certification Scholarships.** This scholarship is designed for Twin Cities chapter members who have completed designated ARMA certifications and are not receiving reimbursement through their employment or other means. The scholarship may be applied toward these certifications.
 - a. Certified Records Manager (CRM - \$650)
 - b. Information Governance Professional (IGP - \$600)

Application for the Certification scholarships may be made any time after receiving confirmation of successful completion of the certification requirements from the certifying body.

Process

1. **Application.** Applicants may apply for reimbursement through completion of forms available on the web site (www.twincitiesarma.org) and submission to the current Education Chair. The application process will involve submission of appropriate supporting evidence. (See the application form for each scholarship type for details).
2. **Selection.** Candidates are selected for awards on the merits of their career interests, participation in RIM-related activities, and need. Awards are not guaranteed and may not necessarily fulfill the entire amount requested or total costs incurred by the candidate, depending on the number of applicants and availability of scholarship funds.
3. **Requirements.** Recipients of all scholarships are highly encouraged to become ARMA Twin Cities chapter members and participate in chapter activities.
4. **Awards**
 - a. Member scholarships may be awarded at any time during a program year as long as there are remaining funds. The recipients' names are kept confidential.
 - b. Certification awards may be made at any time during the ARMA program year and will be announced at chapter meetings as they occur as well as the May meeting.