



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. **Membership Scholarship.** This scholarship of up to \$225 is available for RIM professionals who apply to become a member of ARMA International, the Twin Cities Chapter of ARMA, or both, and who do not receive dues reimbursement through their employment or other means. Application for reimbursement for this scholarship may be made once at any time during the membership year by filling out the form and submitting it to the Education Chair. Recipients of these scholarships remain confidential.
2. **TC ARMA Member Scholarship.** This scholarship of up to \$225 is available for RIM professionals who do not receive reimbursement for TC ARMA meetings or the chapter conferences through their employment or other means. Application for reimbursement for this scholarship may be made once at any time during the program year by filling out the form and submitting it to the Education Chair. Recipients of these scholarships remain confidential.
3. **Certification Scholarship.** This scholarship is for Twin Cities chapter members who wish to obtain ARMA or ICRM certifications and are not receiving reimbursement through their employment or other means. This scholarship may be applied toward these certifications.
 - a. Certified Records Manager (CRM – up to \$650)
 - b. Information Governance Professional (IGP – up to \$600)
 - c. Certified Records Analyst (CRA – up to \$400)

Application for reimbursement for this scholarship may be made at any time during the program year by filling out the form and submitting it to the Education Chair.

Process

1. **Application.** Applicants may apply for a scholarship through completion of forms available on the web site (<https://twincitiesarma.org/resources/scholarships>) and submission to the current Education Chair. The application process will involve submission of appropriate supporting evidence to demonstrate the scholarship funds were used. (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.