



## **SCHOLARSHIP PROGRAM POLICIES, PROCEDURES, AND APPLICATION**

### **SCHOLARSHIP PROGRAM DESCRIPTION**

The Idaho Public Purchasing Association (IPPA) Scholarship Program has been established to provide financial assistance to members who are interested in furthering the development of their procurement and material management skills.

Scholarships must be used for professional development at a Chapter-sponsored seminar/conference or attendance at another training that is reviewed and recommended to the Board by the Committee, and approved by the Board. A scholarship may not be applied toward the cost of a past event or accomplishment.

### **ADMINISTRATION**

This program is administered by the IPPA Scholarship Chair as established in the IPPA By-laws.

Scholarships are contingent upon the availability of funds and are subject to approval by evaluation of the Scholarship Committee and the Board. The value of the monetary award is based on the most current approximation of costs, and is subject to change based on actual costs. Please be aware of deadlines for all events or seminars and contact the Scholarship Chair with any questions.

Individual must be a current paid IPPA Member in order to receive/redeem scholarship points. Points may be used for the following purposes: NIGP seminars; conferences; certifications; re-certifications; classes; reviews; test application fees; webinars; NIGP National Forum; Regional Training or any other purposes the Board deems appropriate.

You may qualify for a scholarship by your involvement in IPPA and the public procurement profession. Points may be earned over a two-year period and combined to attend an event (i.e. points earned in 2019 may be combined with points earned in 2020 and used during 2020) OR used to attend more than one event in a calendar year. Awarded points will be deducted from a member's total available points. Any points not used in a two-year period will expire after the next calendar year is over. For example, points earned in 2019 can be applied toward events in 2020, but will not be available for 2021 events and so on.

### **Point Chart**

Event Cost	Points Needed	Event Cost	Points Needed
\$<49	20	\$800-899	360
\$50-99	40	\$900-999	400
\$100-199	80	\$1000-1099	440
\$200-299	120	\$1100-1199	480
\$300-399	160	\$1200-1299	520
\$400-499	200	\$1300-1399	560
\$500-599	240	\$1400-1499	600
\$600-699	280	\$1500-1599	640
\$700-799	320		

Any fees paid or advanced shall be returned to the Chapter Treasurer in the event the member is unable to attend or complete the funded event.

Any difference in the amount of the scholarship versus the actual cost shall be the responsibility of the member (if the cost is greater.) If the actual cost is less than the scholarship amount or if member receives any funding from entities other than IPPA, the remainder of the scholarship amount shall be returned to the Chapter Treasurer. Failure to return money will result in refusal of future scholarship awards. Members are welcome to bring along his/her spouse, family, or friends, however, any additional charges incurred are the responsibility of the member. Scholarships cannot be transferred among members. The Committee may reassign funds or return them to the scholarship fund.

*NIGP Forum* – Chapter Member must submit a registration form to the Chapter Treasurer and Scholarship Chair upon request. The Chapter will submit all registrations along with a check to NIGP. Registrations for Hotel/Airline/Shuttle Services are the responsibility of the individual member. Reimbursement will be for up to five (5) nights of hotel accommodations, double occupancy, unless otherwise approved by the Board. Partial payment may be requested/awarded for forum expenses dependent on a member's total points available. If travel and or attendance are not completed, member will be responsible for reimbursement of fees paid by the Chapter. After completion of Forum attendance, member will submit invoice/statement for hotel and/or shuttle expenses. Reimbursement checks will be issued at the next scheduled Board meeting.

\*Additional criteria may be developed for future evaluation.

## **AWARD**

All scholarships shall be awarded annually and must be used by the recipient and submitted within the budgeted year.

## **SUBMITTING AN IPPA SCHOLARSHIP APPLICATION**

1. Email the following documents during the announced deadline to: [scholarships@nigp-idaho.org](mailto:scholarships@nigp-idaho.org)
  - a. A completed IPPA Scholarship Application
  - b. IPPA Scholarship Point Tally Sheet (as an excel document)

The Scholarship Committee will verify the submission and approve/deny applications. The Scholarship Committee and the Board may also award funds through majority committee nomination and vote.



## IPPA SCHOLARSHIP APPLICATION

MEMBER INFORMATION			
Member Name		Email	
Phone			
PROFESSIONAL DEVELOPMENT OPPORTUNITY/EVENT			
Date of Event	Event Name	Cost	Requested Amount
Date of Event	Event Name	Cost	Requested Amount
Date of Event	Event Name	Cost	Requested Amount
Date of Event	Event Name	Cost	Requested Amount
TOTAL SCHOLARSHIP AWARD REQUEST			
Points Needed for Request		Available Points (if known)	
<b>PROVIDE A COMPLETE EXPLANATION/JUSTIFICATION OF THE NEED FOR FUNDS. BE SPECIFIC AND PROVIDE DETAILS.</b> <i>(This explanation/justification will be used to determine whether the request will be granted and to determine who shall receive funds in the event of multiple requests and insufficient funds to grant all meritorious requests.)</i>			
<i>To the best of my knowledge, the total available points stated above is accurate and true. I agree to abide to the NIGP Idaho Public Purchasing Association Scholarship Policies and Procedures.</i>			
_____ Signature		_____ Date	

FOR APPROVING COMMITTEE USE ONLY	
Date Application Received	Date Reviewed by Committee
Award Amount	Points Used
Approving Authority Signature	
_____ Signature	_____ Date