

ARMA Wyoming Vicki Carroll Memorial Scholarship Fund

Vicki Carroll was one of the original chapter members when the Wyoming Chapter of ARMA was chartered in 1979. She served on multiple board positions, and was President from 1997 to 1999. Vicki was an active, positive and encouraging RIM professional until her life was cut short by a tragic disease. In 2006 the chapter honored Vicki's work and dedication to the chapter by naming its scholarship and educational opportunities after her.

The Vicki Carroll Memorial - Scholarship Fund has been updated to assist ARMA Wyoming members in furthering their education in the dynamic field of records and information management. Scholarship awarding is managed by the Wyoming Chapter of ARMA Board.."

The Vicki Carroll Memorial - Scholarship Fund provides financial assistance to ARMA Wyoming members for the following:

- University and College Studies (ARMA Wyoming Members Only): Applicant must select courses from an accredited university or college. Courses must be related to records/information management, archive/library science or computer science.
- Certification (ARMA Wyoming Members Only): Applicant may be awarded scholarship funds to pursue a certification as a Certified Records Manager (CRM) through the Institute of Certified Records Managers or Information Governance Professional (IGP) through ARMA International.
- Seminars (ARMA Wyoming members only): Scholarship funds can be awarded for seminar registration costs. This pertains to registration costs for seminars/conferences. In either case, the area of learning must be related to aforementioned disciplines. Seminars must be related to records/information management or archive/library science.

FAQS

- ***Who may apply for an award?***
Chapter members who are in good standing, and who are not currently serving on the Board of Directors, may apply for an award from the Wyoming Chapter of ARMA Vicki Carroll Memorial Scholarship.
- ***Where do the scholarship funds come from ?***
The Chapter holds an annual Spring Seminar Silent Auction fundraising event with the intent that 100% of the net proceeds will go to the scholarship fund.
- ***Is there a specific timeframe or deadline for applying?*** The scholarship fund is operated on an "open season" basis. However, in order to ensure adequate time for review and decision-making, the deadline for submittal is at least 60 days prior to the

registration and/or payment deadline for the professional development activity you wish to attend. Applications received inside the 60-day window may be considered at the discretion of the Board of Directors, depending on time and schedule.

- **Note:** If you are applying for CRM Certification/IGP Certification reimbursement, applications are due no later than 4 weeks after successful completion of the certification or certification stages.

- ***How often may an individual apply?*** Individuals may apply as often as they wish. However, an individual can receive no more than a total of \$500 per Chapter budget year (July—June).

- ***What is the maximum award amount?*** The maximum amount that will be awarded to an individual is \$500 per Chapter budget year (July—June) or **as funds are available**.

**WYO CHAPTER VICKI CARROLL MEMORIAL SCHOLARSHIP
CERTIFICATIONS, UNIVERSITY/COLLEGE COURSE, OR SEMINAR
REIMBURSEMENT APPLICATION**



Applicant Information

Name _____

Address _____ City/Town _____ State/Province _____ Zip/Postal Code _____

Phone: _____ E-mail Address: _____

Name of the certification _____ Name of the certifying organization _____

Name of the course _____ Name of the University/College _____

Name of the Seminar _____ Name of the organization _____

Application Requirements

*Note: One time per year per individual award up to \$500, **or as funds are available**. Applicant must be a current member in the Wyoming Chapter of ARMA.*

Please include the following with your application:

1. Evidence of seminar registration by submitting the seminar registration receipt
OR
Evidence of class registration(s) from an accredited college or university program. Example: class registration form
OR
Evidence of CRM or IGP stage completion by providing a description of the certification stage and proof of successful completion.
 - Applications for CRM or IGP reimbursement are due no later than four (4) weeks after successful completion of each certification stage.
2. Any additional details (such as an announcement, syllabus, course description, etc.) that further describe the certification, seminar or class opportunity.
3. A 250-word description of how participating in the RIM-related certification, course or seminar will help you in your RIM education or career.

Continued on Next Page

Agree to the terms and conditions:

I certify that all of the information contained in my application form is accurate to the best of my knowledge. I consent to the review and release of this application to the appropriate persons of the Wyoming Chapter of ARMA Board.

Signature _____

Date (mm/dd/yy) _____

Submit all application to:

Wyoming Chapter of ARMA
P.O. Box 474
Cheyenne, WY 82003
E-mail: wyarma@gmail.com

Questions? Contact the above e-mail address