

# Wyoming Chapter of ARMA

## The Information Management Professionals

*Applicant must be a senior in a Wyoming High School or a current Wyoming College student with a GPA of 2.5 or higher pursuing a career in business, records and/or information management. If a current college student, applicant must be enrolled as a full time student (minimum of 12 credit hours) at a Wyoming Community College or the University of Wyoming in the fall semester of 2010. If currently attending a Wyoming College, send a transcript copy that shows successful completion of at least one 3 credit hour course in business, records and/or information management. If you are currently enrolled in a business, records and/or information management course, provide a statement from the college instructor indicating successful completion to that point in the semester. If you are a high school senior, include a copy of your High School transcript showing a GPA of 2.5 or higher.*

*This scholarship award must be used in a single semester only. If you are awarded this scholarship, your name may be disclosed to other applicants of this scholarship.*

### **INSTRUCTIONS:**

1. Complete entire application in typewritten/computer format or neatly hand written. Selection of award recipient will be influenced by the completeness of replies and appearance (neatness) of the application.
2. Submit at least one letter of recommendation from an instructor and your transcript with your application (If currently enrolled in college this transcript is to show successful completion of at least one 3-credit-hour course in business, records and/or information management. If currently enrolled in the business, records and/or information management course provide a statement from the instructor indicating successful completion to that point in the course). If you are a high school senior include at least one letter of recommendation and a copy of your transcript to show GPA of 2.5 or higher.
3. On a separate sheet, provide a brief statement of your future occupational and educational goals (in typewritten or word processing format, double-spaced) Please limit your statement to 250 or fewer words.
4. Submit completed application to the college Financial Aid Office so your application may be mailed (postmarked) by the deadline of **April 1<sup>st</sup>** and mailed to Wyoming Chapter of ARMA at the following:

**Wyoming Chapter of ARMA**  
**Attn: Education Chair**  
**P.O. Box 474**  
**Cheyenne, WY 82003**

5. If you are a high school senior, mail completed application (to be postmarked) by April 1st to above address.

*Information submitted will be used only in connection with your application for this scholarship and will be divulged only to qualified persons who must see the information in the course of their duties.*

### **PERSONAL INFORMATION:**

a. Name: \_\_\_\_\_

b. Current Mailing Address: \_\_\_\_\_

*Street and Number or Post Office Box*

*City or Town State Zip Code*

c. Permanent Address \_\_\_\_\_

(If different from above)

*Street and Number or Post Office Box*

*City or Town State Zip Code*

d. Current Telephone \_\_\_\_\_



**List community activities and public service activities in which you have participated in the past four years. Please attach additional sheets, as necessary.**

Name of Agency or Organization	Kind of Activity	Awards/Honors	Dates

I affirm that all information provided is correct and accurate to the best of my knowledge. I further consent to have my grades and/or transcripts released to the Wyoming Chapter of ARMA for review of my scholastic performance.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**APPLICATION COMPLETION CHECKLIST:**

- \_\_\_\_\_ Completed entire application
- \_\_\_\_\_ Application is neat and legible
- \_\_\_\_\_ Letter (s) of recommendation (H.S. & College students)
- \_\_\_\_\_ Transcript copy attached (H.S. & College students)
- \_\_\_\_\_ Statement from college instructor showing successful completion (college students currently taking 3 credit hour course in Business, Records and/or Information Management)
- \_\_\_\_\_ Student's statement of future occupation and educational goals (H.S. & College students)
- \_\_\_\_\_ Signed application
- \_\_\_\_\_ Mail/postmarked by **April 1<sup>st</sup>**