

ARMA International

Region Leadership Training Grant Policy

Name of Scholarship: The ARMA Region Leadership Training Grant

Purpose: To provide chapters with funding to assist them in sending chapter leaders to their region leadership training. This is as recommended by the Leadership Task Force, February 2006.

Scope: The Region Leadership Training Grant Program allows for two grants of \$400.00 (US Dollars) each, per fiscal year, for each of the 10 (ten) regions, as follows

- A maximum of \$100 toward transportation expenses
- A maximum of \$150 per night, for two nights, for subsistence (hotel and meal expenses)

Administration: ARMA International Member Services will administer the grants, based on the recommendation of the respective Region Manager. The Leadership Development and Training Committee (LDTC) will have oversight of the program.

Application Procedures: All applications will initially be submitted to the respective Region Manager. If more than two applications are submitted to the Region Manager, the Region Manager will determine which chapter applications will be submitted to ARMA Member Services for review, approval, and awarding of the grant money. The Region Manager's recommendation should be based on an evaluation which may include financial status of the requesting chapter, previous participation (or lack of participation) in region leadership meetings, and proximity of the chapter to the location of the leadership venue. International Chapters should submit their applications directly to HQ Member Services.

After review by the respective Region Manager, the application(s) will be sent to HQ Member Services for final review and processing.

- Application must be received by HQ Member Services by March 31 of the respective year
- Consideration will be given to financial need of requesting Chapter. NOTE: You must attach a current report from your Treasurer.
- Grant reimbursement of expenses according to the above amounts will be made after the region leadership meeting, using the appropriate ARMA International Travel Expense Summary (Exhibit B – AL 053). All incurred expenses will require a receipt. Reimbursement will be made for actual expenses up to the maximum allowed by this policy.
- Transportation and subsistence amounts are separate budgets and cannot be combined, i.e., \$100 maximum for transportation and \$300 maximum (\$150 x2) for subsistence.
- If a region does not have two qualifying grant applications in a given year by the above-mentioned deadline, at the discretion of Member Services, these funds may be considered for use toward applications in other regions
- A Region Manager may submit more than two applications, indicating “alternate” on those that may be considered if excess non-requested funds are available
- Only one grant will be awarded per chapter, per fiscal year (July through June).
- Failure to comply with ARMA International’s policies for this program may result in the termination of Region’s future participation in program.

ARMA Region Leadership Training Grant Request Form

Date: _____

Chapter Name: _____

Name: _____ Signature: _____

Leadership position: _____

Phone number: _____ E-mail: _____

Justification for requesting leadership training grant:

Steps for approval:

1. Complete and submit this form to your Region Manager.
2. Region Manager will review and recommend grant recipients to Member Services by March 31
3. Member Services will award grants based on recommendations by Region Manager.
4. Chapter will be advised by HQ Member Services of application approval within two weeks after receipt.

Reserved for Region Manager comments: _____

Region Manager Name: _____ Signature: _____

Date: _____

Reserved for HQ Member Services comments: _____

Region Manager, please fax or mail completed application by March 31, along with your recommendations, to:

Tom Killam, Director of Member Services
ARMA International
13725 W. 109th Street, Suite 101
Lenexa, KS 66215 USA
Fax: 913.341.3742

