

CONFERENCE SCHOLARSHIP AWARDS BY CHAPTERS

I. PURPOSE

To establish a uniform policy for PARMA Chapters to award annual conference scholarships.

II. APPLICABILITY

This policy applies to all Chapters of the Public Agency Risk Management Association.

III. ELIGIBILITY

- 1) Chapters who have a bank account balance of no less than \$2,500 will use the excess funds to award a scholarship to a Chapter member. Chapters will specify the maximum dollar amount of the scholarship prior to awarding the scholarship.
- 2) The scholarship amount shall be limited to annual conference registration, room accommodations at the lowest priced option for Conference Host Hotel for a maximum of three room nights. The Chapter will also reimburse travel round-trip at the IRS rate mileage and/or airfare, not to exceed \$700. The Chapter should consider written requests in which extenuating circumstances are presented that would justify travel expenses to exceed the maximum dollar limit. Such requests should be addressed to the Chapter Treasurer.
- 3) The scholarship shall not be named after any individual unless it is in memoriam and approved by the Board of Directors.
- 4) Only public entity/PARMA members of the issuing Chapter, including Chapter officers shall be eligible for the scholarship.
- 5) Applicants must use the Chapter Scholarship Application form available on the PARMA website.
- 6) The awarding of the scholarship for public entity members excluding chapter officers shall be determined by a panel of three public entity PARMA members which shall include one (1) Chapter officer. Once identified, the PARMA Board of Directors should be notified of the scholarship review panel participants.
- 7) The awarding of the scholarship for any Chapter officer must be approved by the PARMA Board of Directors.
- 8) On or before October 31 of each year, the Chapter shall notify the PARMA Board of Directors as to the recipient of the scholarship.
- 9) The Scholarship Application will include language that should the winner of the scholarship not attend the annual conference for any reason, the awardee will reimburse the Chapter in full for all scholarship payments made by the Chapter to the awardee.
- 10) The Scholarship Application shall include indemnification language that absolves the Public Agency Risk Management Association, its officers, chapters, chapter officers, agents and volunteers from all liability involving the awardee's participation during and/or in travel to and from or in conjunction with the annual conference and will be signed by the applicant.
- 11) All documentation involving the awarding of the scholarship including but not limited to: the scholarship application, payment/reimbursement and confirmation of the winner's attendance at the annual conference shall be submitted to the Chapter Treasurer no later than thirty (30) days of the conclusion of the conference.
- 12) The Board of Directors may, at any time, revoke the Chapter's ability to award scholarships under this or any other PARMA policy.

IV: EFFECTIVE DATE:

The effective date of this Administrative Policy is March 2026 (Board Amended Date).