

CONFERENCE SCHOLARSHIP AWARDS BY CHAPTERS

I. PURPOSE

To establish a uniform policy for PARMA Chapters to award Conference Scholarships.

II. APPLICABILITY

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

III. ELIGIBILITY

- 1) Chapters who have a bank account balance of no less than \$2500 may use the excess funds to award a Scholarship to a Chapter Member. Chapter will specify amount prior to awarding scholarship.
- 2) All Chapter members, including Chapter Officers shall be eligible for the Scholarship.
- 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 employee/PARMA Members shall be eligible for a Scholarship.
- 5) Applicants must use 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.
- 7) The awarding of the Scholarship for any Chapter officer must be approved by the PARMA board.
- 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) Subject to Chapter funding, the Scholarship amount shall be limited to: conference registration, 3-night room accommodations at the lowest priced option for Conference Host Hotel. Round trip mileage at the IRS rate or airfare, whichever is most economical. Conference Registration and hotel will be paid directly by PARMA and the chapter shall reimburse PARMA within thirty (30) days of the conclusion of the conference.
- 10) The Scholarship application shall include language that should the winner of the Scholarship not attend the conference for any reason, the Awardee will reimburse the chapter in full for all Scholarship payments made by the Chapter to the Awardee.
- 11) The Scholarship Application shall include indemnification language that absolves the Public Agency Risk Managers Association, its officers, chapters, chapter officers, agents and volunteers from any and all liability involving the Awardees participation during and/or in travel to and from or in conjunction with the Conference and be signed by the applicant.
- 12) 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 Conference shall be submit to the Board Treasurer no later than thirty (30) days of the conclusion of the conference.
- 13) The Board of Directors may, at any time, revoke the Chapters ability to award Scholarships under this or any other PARMA policy.

IV: EFFECTIVE DATE:

The effective date of this Administrative Policy is April 22, 2016 (Board Approval Date).