



Florida Records Management Association

### **Scholarship Application Request**

FRMA is pleased to announce the Florida Certified Records Manager (FCRM) Education Scholarship Program. To continue the growth of the FCRM Certification Program, FRMA will award three (3) Scholarships. The scholarships will cover the annual FRMA Conference registration fee.

\* The FCRM scholarship is solely awarded at the discretion of the FRMA Board of Directors or the Education Committee and is contingent upon the funds available for this purpose.

#### **Eligibility Requirements:**

- Must be a FRMA member in good standing
- Must participate in the FCRM certification program
- FRMA member for one or more consecutive years
- Must provide documentation that you have paid your full expenses for the prior two (2) years preceding the upcoming FRMA conference. (For example: used vacation time, hotel room, conference registration fee, etc.) Please submit receipts and documentation
- Must attend the FRMA annual conference
- Must volunteer at the annual conference or you must have participated one year on a FRMA committee.

#### **Application Process and Deadline:**

Complete the scholarship application request form and provide the required documentation. Scholarship applications must be postmarked to the Education Department every **March 1<sup>st</sup>**. Send completed form and required documentation by mail to: **Kimberly Ingram, CRM, CPM, FRMA Director of Education, 509 East Avenue South, Room 112, Clearwater, Florida 33756.**

All applicants will be notified after the FRMA Board or Education Committee receives all the required documentation. If you are one of the chosen recipients for the Education Scholarship, your name will be published in the FRMA board minutes and on the website.



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### Scholarship Application Request

Personal Data: (Please Print or Type)

**Name**

**Date:**

**Title:**

**Work phone#**

**Mailing Address:**

**Home phone#**

**Email Address**

**Company Name**

**Supervisor Name**

**Supervisor phone#**

FCRM credit hours completed

If you are certified provide your certification date:

Does your employer provide any financial assistance to attend the FRMA Conference? Explain


Do you pay for your expenses to attend the FRMA Conference? Please provide proof of paid expenses for the prior two (2) years.


Have you received any assistance from FRMA before?


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Please explain why you should receive the FRMA Education Scholarship.

Lined area for writing the scholarship explanation.

ADDITIONAL INSTRUCTIONS: This application is not considered complete unless accompanied by the documentation and information requested.

I certify that I have read and understand the conditions for participation in this program. The information I am supplying in this application is true, complete, and correct. I authorize the Florida Records Management Association (FRMA) to validate any information provided.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_