Arizona State Capitol
Chapter of NIGP (AZNIGP)

Invites you to apply for an
AZNIGP Scholarship

The Arizona State Capitol Chapter of NIGP (AZNIGP) is dedicated to providing scholarships to AZNIGP active and participating members for their continuing education and professional development efforts. Each year, a certain amount of money will be allocated for use towards these endeavors. Scholarships may be applied toward any purchasing/materials management course* or LEAP/NIGP course. In addition, the scholarship program will support AZNIGP members’ initial pursuit of CPPB/CPPO professional certification or testing when agency funding is either limited or not available.

The Scholarship Committee is comprised of the current Vice President of AZNIGP, and its members found at https://www.aznigp.org/insidepages/committees/. The purpose of the committee is to review the applications submitted by any AZNIGP member and select the most qualified applicant based on stated criteria.

The Scholarship Committee provides an application for those who would like to apply. Submissions should be made as soon as possible but preferably no later than 4 weeks prior to the event. The committee will make selections based on the justification and merits of each application and in accordance with the criteria as stated below. Scholarships can only be awarded for a particular class or event and they are non-transferable. In the event that the recipient is not able to use the scholarship, it becomes null and void. If the recipient fails to attend the training or receives a failing grade, they must reimburse the Chapter the full amount of the scholarship within 30 days.

By accepting a scholarship award, the recipient agrees to provide a report to the Scholarship Committee on the benefits received both personally and professionally no later than 30 days following completion. In addition, they may be asked to present to the members at large at a future Chapter meeting. Failure to comply with this requirement, the recipient shall reimburse the Chapter in full within 2 weeks after the time requirement has elapsed.

GUIDELINES:

The scholarship may be used for a variety of educational and professional development opportunities including, but not limited to: Chapter Career Seminars, Professional Purchasing/Material Management Development classes*, college purchasing courses, test fees to initially obtain certifications such as CPPB or CPPO.

Awards are limited to the actual tuition/registration expense up to $1,000 per person per year.

*Procurement-Related Courses as defined by the UPPCC. Any course that meets the guidelines for formal coursework as outlined below, contains one of the following keywords in the course title AND can be linked to the current Body of Knowledge, will be applicable as a procurement-related course. The procurement keywords are: acquisition, business ethics, business law, commercial law, contracting, distribution, ethics, finance, inventory, legal, logistics, management, material, negotiation, organization, personnel, procurement, purchasing, supplier, supply-chain, supply, transportation, public and government(al).

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Applications will be accepted year-round and award will be based around the Chapter calendar, and availability of funds. The scholarship award process is competitive. The intent of the scholarship is to assist members with their individual out-of-pocket expenses, not to replace entity funding. No reimbursement will be made to any public agency.

Pre-payment will be made for NIGP related classes; all other types of classes will have payments reimbursed after receiving a paid receipt and passing grade.

The Scholarship Committee will evaluate and score all applications. Only those applications scoring a minimum of 80 points will move on for consideration of a scholarship award. The decision of award made by the Vice President is final.

Evaluation scores are based upon the following criteria:

**CRITERIA:**

- Applicant shall be an active, participating member of AZNIGP; show relevance of training to their professional growth within their agency and/or the Chapter; and demonstrate their commitment to furthering their education in the procurement field.

- Applicant shall submit one current (within the last twelve months) letter of professional reference who can attest to their character and professionalism.

- Applicant shall briefly describe their desire to assume increased responsibility in leadership positions not only within their own agency but also within the Chapter.

- Applicant shall be willing to share the knowledge and technical expertise they obtain with fellow members of the Chapter. A report in writing is due 30 days following completion.

- Applicant shall provide the extent of financial support from their agency or certification that no support is available.

- Applicant shall detail the benefits of the proposed activity and how the Chapter would benefit by awarding this scholarship to him/her.

- Applicant shall provide a brief summary of their personal goals and how this scholarship will help achieve them.

- Applicant shall provide biographical information within the last five (5) years.

- Applicant to indicate if they have been awarded a scholarship within the last three (3) years.

**CHECKLIST:**

Did you include in your application submittal:

- A completed scholarship application along with all supporting documentation by e-mail to current Vice President of AZNIGP, Teena Ziegler, Ziegler.Teena@azdeq.gov as soon as possible but preferably no later than 4 weeks prior to the event.

- Read and understand that all items on the criteria for evaluation list need to be addressed. Points will be deducted for incomplete information.

- A signed and dated application
SCHOLARSHIP APPLICATION

Professional Development and Training

Name:  
Position Title:  

Agency:  
Agency Address  

E-mail Address  

Agency Telephone  

Agency Fax:  

Course of Study (name)  

Presented by  

Date and Location  

Briefly describe content of class/seminar/workshop or attach brochure:  

Provide a narrative covering all the criteria listed on page 2 in 500 words or less.
Application is for Pre-Payment □ or Reimbursement □ (Check One)

Estimated Cost:

Tuition/Registration $ 

Your signature certifies that you have read and fully understand all requirements of this application and that all information provided by you is true to the best of your knowledge. A written or oral report will be done within 30 days after the course is completed.

__________________________________________ Date

Signature

I, , of the , do hereby certify that the will not be providing any financial support to to attend the to be held on .

__________________________________________ Date

Signature

Date Received: ____________ Date Reviewed by Scholarship Committee: ____________

Approved /Not Approved (Circle One)

Reason: ________________________________________________________________

______________________________________________________________

Applicant Notified by Letter: _____________ Scholarship Chairperson’s Initials: ________