



ARMA Vancouver
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ARMA Vancouver Chapter Bursary Application

Overview

Each year the Vancouver Chapter provides one Bursary award (maximum of \$500.00 (CAD)) that is available to Chapter Members.

Note: 2016-2017, the Chapter will award a total of four Bursaries with a maximum of \$500 each. Two of the four Bursaries are designated for First Nations Records Professionals.

How it Works

The Bursary is intended to provide financial support to a Chapter Member so he/she can participate in educational and/or professional development opportunities to enhance their knowledge in records and information management. Examples can include records/information management courses, workshops, webinars, conferences, certification exams (ICRM & IGP), books and so forth. Bursary funds can be used to cover fees, books, supplies and travel expenses.

The successful applicant(s) might be requested to provide the Chapter Board with a brief report on their educational/professional development opportunity for publication in VanARMA Newsletter

Receiving the Funds

Recipients of the Bursary will receive the awarded funds through the Chapter's expense process. This means, the Recipient is expected to pay for the expenses up front and then submit a expense report to the Chapter Board with copies of the receipts for reimbursement based on the awarded amount.

Eligibility

Applicants must be Professional Members in good standing of the ARMA Vancouver Chapter.

How to Apply

Applicants must complete the Chapter Bursary application form (the form is available on the Chapter's website) and send the application to info@armvancouver.ca.

Due Date

Applications must be received by October 31 each year.

Application Evaluation

Each application will be evaluated by the Chapter board based on the following criteria:

- Relevance of the proposed activity to records and information management; and
- Expressed benefit to the applicant's professional development;

If the number of applicants exceed the number of bursaries available, the Chapter Board may choose to split the award to fund multiple applications when appropriate.

Questions?

If you have any questions, please contact us info@armvancouver.ca.

Good Luck!



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Date Application Submitted (YYYY-MM-DD)

Applicant Name (First, Last)

ARMA Membership Number

Telephone Number

Email Address

Please Describe the Education/Professional Development Opportunity

Name

Dates

Location

Additional Comments

Costs: Please provide a break down of the required costs/expenses. (300 characters maximum).

How will this Opportunity will Enhance your Knowledge in Records and Information Management? (750 characters maximum).