

**Scholarship Application Form
 (Instructions on Reverse - Page 2)**

Section 1: General Information	
Name (First and Last):	Agency/Division/Work Unit:
Work Address (Street, City, State, Zip):	
Work Telephone:	Position/Title:

Section 2: Type of Request		
IPMA – HR Certification <input type="checkbox"/>	College Course Work <input type="checkbox"/>	Other HR Training <input type="checkbox"/>
Request For:		
Pre-Expenditure Approval <input type="checkbox"/> Attach documentation of your agency's contribution, if any.		
Post-expenditure Reimbursement <input type="checkbox"/> Attach your grade/certification and documentation of your agency's contribution, if any.		
Dollar Amount Requested: (up to 50% of out-of-pocket after agency contribution, if any)		
Organization/School Providing Education/Training Development:		

Section 3: Description and Rationale
Describe how this request is related to, and will enhance your career in, Human Resources.

I understand that my request will be considered by the IPMA-HR Scholarship Committee and that I may or may not receive an award. I am a regular or student member of IPMA-HR and have not, and will not, receive reimbursement from any other public funds for this request beyond those identified in Section 2.

Signature: _____

Date: _____

Committee Use Only:	Date of Committee Meeting: _____
Applicant IPMA-HR general status member: Yes No	
Scholarship Committee: Recommends Approval For \$ _____ to be disbursed (date) _____	
Scholarship Committee: Recommends Denial for reason below;	
1) Not IPMA-HR member _____ 2) Insufficient documentation _____ 3) Lack of Funds _____ 4) Not HR related _____	
IPMA-HR Board: Approval _____ Denial _____	Date of Board Meeting: _____
Payment Date: _____	Check # _____
Comments: _____	

Instructions for Competing IPMA-HR Oregon Chapter Scholarship Application

Print or Type all information

Section 1 – General Information:

1. Name: Your Name as it appears on the IPMA-HR membership roster.
2. Agency/Division/Work Unit: No acronyms – Agency/Division/Work Unit where you perform your primary duties.
3. Work Address, Telephone, Position and Title: Where you can be reached and your classification and working title.

Section 2 – Type of Request:

Scholarship Type:

1. IPMA-HR Cert/Re-Certification:
2. College course work at an eligible institution (defined as “any 2- or 4- year, public or private, non-profit, postsecondary institution”);
3. Other HR Training (related to HR not covered in other categories that is deemed appropriate by the Scholarship Committee).

Request for:

1. Pre-Expenditure Approval: Mark this box if you are seeking pre-approval of a scholarship prior to the expenditure.
 2. Post-Expenditure Reimbursement: Mark this box if you are seeking a scholarship for expenditures already made and for which you have received your grade/certification.
- Agency Contribution: You must attach proof that your agency has denied, or not fully paid, your request for reimbursement for both pre-approval and reimbursement.
 - Grade/Certification Notice: You must attach grade notice or certification notice if you are seeking reimbursement. (“Pass” or a “C” or better)

Dollar Amount Requested: List up to 50% of your out-of-pocket costs, after agency reimbursement, if any. Attach receipt of payment or documentation of cost.

1. In the case of **professional certification**, up to 50% of “out of pocket” costs for study guides and examination fees;
2. In the case of **college course work**, up to 50% of “out of pocket” costs for books and tuition/fees;
3. In the case of **HR-related training**, up to 50% of “out of pocket” costs for tuition and materials.

Organization/School providing service: Identify the provider of training.

Section 3 – Description and Rationale:

Indicate how this request will enhance your HR career. Please sign the form and attach all relevant information.

PROCESS:

In the months of February, May, August, and November, the scholarship committee will review all applications received by the first day of that month. It is the responsibility of the applicant to ensure their application is complete and received by the month s/he wants it to be considered. Once the application is processed, the IPMA-HR scholarship committee will respond to the applicant. For complete scholarship information, see the IPMA-HR scholarship guidelines or the IPMA-HR scholarship brochure, or ask an IPMA-HR Board member for assistance.

Completed applications should be sent to:
IPMA-HR Scholarship Committee
P.O. Box 3801
Salem, OR 97302
ipmaoregon@msn.com