



Ohio Certified Public Manager Society

PO Box 29483

Columbus, OH 43229

SCHOLARSHIP FUND POLICY

- I. Purpose: The OCPM Society Scholarship Fund is designed to provide financial assistance to CPM graduates or students who have both a demonstrated financial need and a commitment to public management. Scholarship(s) can be applied toward the CPM Program or any accredited institution of higher learning.
- II. Scholarship Committee: The Scholarship Committee Chairman shall be appointed by the Society President. The chairman shall seek volunteers from OCPM Society members or CPM graduates. The Society President shall appoint committee members if no one volunteers for the committee.
- III. Duties: The Scholarship Committee shall convene as often as necessary to develop a plan to advertise the availability of scholarship(s), develop an appropriate application form, evaluate all applications submitted and recommend award recipient(s) to the Society Board in order of preference. The Chairman shall determine the manner and time of such meetings. The award(s) shall be made in accordance with the procedures set forth below.
- IV. Scholarship Fund: The Scholarship Fund shall be accounted for by the Society Treasurer. The Treasurer shall also maintain a log which evidences the amount of all fund donations. It is the intent of the Society to preserve a percentage of donations in an effort to create a meaningful trust which eventually can be invested long-term. The annual scholarship award(s) can thereafter be made from the annual interest accruing from the trust. The award shall be \$500 and annually the Society Board shall determine the number of awards.
- V. Award Process:
 - A. Applications are required to be submitted by July 31 of each year.
 - B. The applicant shall be required to submit a narrative statement evidencing the following:
 - career plans
 - leadership roles in their community and profession
 - membership and participation in OCPM Society and/or any other professional organizations
 - why you feel you are the best applicant for this scholarship
 - C. Evaluation Criteria
 - career plans – 30 points
 - leadership activities – 25 points
 - community service – 25 points
 - society activities – 15 points
 - quality of application (grammar, error free, clarity) – 5 points
 - D. The applicant shall be required to submit a statement demonstrating financial need. The statement shall contain a sworn statement referencing the amount of personal (non-employer) contributions the applicant has and/or reasonably anticipates he/she will expend in attending the program.



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- E. Due to their demonstrated commitment to the program, a preference may also be accorded to those students entering their second year of the program subject to the discretion of the committee.
- F. No student shall be eligible to receive more than two scholarship awards during their enrollment in the program.
- G. The committee shall determine and notify the Board of the award recipient(s) by September of each year. No award shall exceed the amount of personal (non-employer) contributions of the applicant as indicated in the statement of financial need. At the discretion of the Society Board upon recommendation of the Committee, the award may be presented as either:
 - a reimbursement to the recipient for personal contributions already expended during the year
 - a payment made to the university partner or accredited institution of higher learning as a credit to be applied towards the upcoming tuition charges of the recipient.

VI. Timetable of events

- A. February/March Scholarship committee chair appointed and committee formed.
- B. April/May Committee issues notice of scholarship award; prepares application and guidelines for distribution and announcements for all OCPM related Programs.
- C. June/July Committee receives applications. Applications received after July 31 will not be considered.
- D. August Committee reviews applications and selects scholarship recipient(s). Committee Chair presents recommendations to the Society Board or relays such to Society President.
- E. September OCPM Society Board votes on recommended scholarship recipient(s) and invites recipient(s) to the OCPM Society annual conference.
- F. November Annual meeting where Society President or designee formally announces scholarship award recipient(s).

- VII. Amendments: The committee may recommend amendments to the above stated procedures subject to Board approval.

Rev 8/10



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SCHOLARSHIP FUND APPLICATION

Name of Applicant: _____

Telephone #: _____ Email: _____

Name of Employer: _____

Position: _____ Hire Date: _____

OCPM Student or Graduate: _____

Are you currently an OCPM Society member (Not Required) Yes ___ No ___

APPLICATION MUST BE POSTMARKED NO LATER THAN AUGUST 31 OF THIS YEAR.

1. Please attach a narrative statement evidencing: your career plans; leadership roles you have assumed in your community and profession; your membership and participation in the Society and/or any other professional organizations; and why you feel you are the best applicant for this scholarship.
2. Please indicate below how you have paid or will pay your tuition in the OCPM Program or other accredited institution of higher learning. Please remember the Scholarship Fund is not intended to subsidize what otherwise would have been payable through your employer or other sources. The Scholarship Fund is intended to assist only those participants who have paid or will pay some or all of their tuition costs from their personal funds which are not otherwise reimbursable from any source.

| Year Payable | \$ Amount Paid/To Be Paid By Employer | \$ Amount Paid/To Be Paid By Applicant |
|--------------|--|---|
| | | |
| | | |

STATEMENT

I certify the amount(s) reflected in column 3 above are tuition amounts which I have paid or intend to pay from my personal funds and which are not otherwise reimbursable from any source, including my employer. I swear this statement is true to the best of my knowledge.

_____ Date _____ Signature of Applicant

Mail signed application with additional information to:

Ohio CPM Society
P.O. Box 29483
Columbus, OH 43229
Atten: Scholarship Fund

OR

Scan signed application with additional information to a PDF formatted file and email to:

scholarshipcommittee@ohiocpmsociety.com



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Wording for Newsletter and Website

The Ohio Certified Public Managers Society Scholarship Committee is pleased to announce the scholarship application for current or new enrollees and graduates of the OCPM program is now on-line. Those interested in applying for scholarship funds may print out the application and either mail the application with the additional information to:

Ohio CPM Society
P.O. Box 29483
Columbus, OH 43229
Atten: Scholarship Fund

or scan the information to a PDF file and email it to:

scholarshipcommittee@ohiocpmsociety.com

Please note that the application has been revised by the scholarship committee under the direction of Sommers T. (Skip) Holler, CPM, CISSP, Scholarship Chairman. All information requested on the form must be submitted for the application to be considered. Incomplete applications will not receive consideration.

Applications must be received or postmarked no later than August 31, 2010. Recipients will be notified via email on or before September 30, 2010.

For a complete listing of available programs, courses and locations more information on our organization and the upcoming Annual Conference, please refer to visit the Ohio Certified Public Managers Society website at www.OhioCPMSociety.com