



Information Governance Scholarship

ARMA International defines information governance (IG) as a strategic framework composed of standards, processes, roles and metrics that hold organizations and individuals accountable to create, organize, secure, maintain, use and dispose of information in ways that align and contribute to the organization's goals. If you'd like to learn more about the IG Framework please visit <http://www.edrm.net/resources/guides/igrm>.

The ARMA NNJ Chapter is pleased to offer scholarships to individuals actively pursuing an education or certification in an information governance related program and/or field. Scholarship winners are eligible for:

- A \$500 scholarship (full-time student¹); or a \$250 scholarship (part-time student²); and
- A one-year associate membership in ARMA; and
- A one-year membership on the ARMA NNJ Chapter Board of Directors.

Any current or incoming student at an educational institution in the United States who is pursuing an IG-related course of study is eligible to submit a scholarship application in accordance with the ARMA NNJ Information Governance Scholarship terms and conditions.

Two scholarships will be awarded annually.

Terms and Conditions

- 1) Applicants must be currently enrolled in a records and information, library, privacy and security, computer science or similar information governance related program.
- 2) Applicant must provide evidence of enrollment in the form of:
 - a. a copy of most recent official school transcript for students; **or**
 - b. A copy of invoice (projected cost) of current course enrollment along with a letter of recommendation from a supervisor, teacher, professor or other appropriate reference.
- 3) Applicant must submit completed application in typewritten/computer format or neatly hand written. Selection of award recipient will be influenced by the completeness of replies and appearance (neatness) of the application.
- 4) On a separate sheet, please provide an essay of 200-300 words (in typewritten or word processing format, double-spaced) at the appropriate level on the topic indicated below:

¹ Full time undergrad student is defined as an individual enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution.

² Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.

- a. UNDERGRAD STUDENTS – How will your educational pursuits benefit your career in information governance and how it will support and add value to an organization?
 - b. GRADUATE STUDENTS - How will the graduate degree you are pursuing help you to advance the Information Governance field?
- 5) ARMA NNJ may publish the winning essay in print and online at their sole discretion, as follows on www.armannj.org and other affiliate’s websites, including author biographies. Authors should provide biographies not exceeding 150 words to ARMA NNJ on request; they may be edited by ARMA NNJ at its sole discretion.
 - 6) Scholarship applications will be reviewed by a panel of IG professionals (all ARMA NNJ Chapter members), which will make recommendations to the Chapter Board of Directors for final approval. Notifications of the scholarship awards will be made in November and May.
 - 7) Information submitted will be used only in connection with your application for this scholarship and will be divulged only to qualified persons who must see the information in the course of their duties.

SUBMIT COMPLETED APPLICATIONS TO:

Jacki Cheslow, CRM, CCEP, CCEP-I
President ARMA NNJ
c/o Avis Budget Group
6 Sylvan Way
Parsippany, NJ 07054
T | 973 496 5157
Email to: president@armannj.org

Applications must be emailed or postmarked no later than:

- October 1, 2014 for the Fall Semester; and
- April 1, 2014 for the Spring Semester.



Information Governance Scholarship Application

Name:

Address:

Phone:

Email:

Status this Semester: Freshman Sophomore Junior Senior Graduate Student

School you are enrolled in:

Program you are enrolled in:

I hereby apply for a scholarship offered by the ARMA NNJ Chapter of ARMA International and certify that all statements and information contained in this application package are true to the best of my knowledge.

I also give my permission to use my name in any public announcements associated with my attainment of an ARMA NNJ Information Governance Scholarship

Signature of Applicant:

Date:

Application Checklist (Please be sure you have attached the following documents to your application.)

- Completed and signed application.
- Application is neat and legible.
- Evidence of enrollment in an IG-related program in the form of:
 - (i) a copy of most recent official school transcript for students; **OR**
 - (ii) a copy of invoice (projected cost) of current enrollment and a letter of recommendation from a supervisor, teacher, professor or other appropriate reference.
- Applicant 200-300 word essay (in typewritten or word processing format, double-spaced) on a separate page.
- Email/Postmark no later than October 1, 2014 for the Fall Semester and April 1, 2014 for the Spring Semester.

Information submitted will be used only in connection with your application for this scholarship and will be divulged only to qualified persons who must see the information in the course of their duties.

Incomplete or late applications will NOT be considered.