



Pennsylvania Public Purchasing Association

Chapter of NIGP: The Institute for Public Procurement

SCHOLARSHIP PROGRAM

PURPOSE

The Pennsylvania Public Purchasing Association (PAPPA), 38th Chapter of NIGP: The Institute for Public Procurement has established the Scholarship Program for the primary purpose of assisting individual PAPPA members who are interested in furthering the development of their procurement skills and professionalism.

ADMINISTRATION

This program is administered by the PAPPA Awards and Scholarship Committee as established in the PAPPA Bylaws.

QUALIFICATIONS

Active PAPPA members (active is defined as a paid PAPPA member who has attended at least one (1) chapter-related function in the last 12-month period) may apply for a scholarship. No member of the Awards and Scholarship Committee may be considered for a scholarship during that member's term of service on the Committee.

Scholarship(s) must be used for future Professional Development at the following:

- PAPPA Sponsored Seminar or Conference
- NIGP Annual Forum
- NIGP Sponsored Seminar or Conference
- Professional Procurement Certification/Recertification Fees
- Tuition for an accredited college or university course in Management, Economics, Accounting, Personnel Management, Business Law, Public Administration, or any course in which the major subject content is centered on procurement, or materials and supplies management.
- Training Materials or Books specifically related to an accredited college, university or NIGP course, as listed above, that are not included in the registration fee for that course.
- Accommodations, Travel-related expenses (airfare and mileage), and Meals associated with the seminar, conference or Forum listed above. Only those meals associated with the cost of registration shall be provided for the applicant. All other expenses related to food/meals are not covered under the scholarship funds. Alcohol will not be paid for out of PAPPA funds.

Scholarship funds will only be used for expenses that are **not** covered by other reimbursements, from the employer or other granting sources. Applicant must note on the application form all other payments or reimbursements received from any other sources for the events listed above. Failure to disclose this information will result in non-approval or repayment of scholarship funds.

A scholarship may not be applied toward the cost of a past event.

APPLICATION

Applicants are required to submit a complete application package. Failure to submit a complete application package may disqualify the applicant. Applicants must complete and submit the PAPPAscholarship Application and appropriate supporting documentation to the Awards and Scholarship Committee Chairperson no later than October 31st of each year. The application must be signed by the Applicant's Immediate Supervisor/Director/Manager.

Additional supporting documentation required for consideration of the application package shall consist of the following items:

- One page typewritten essay stating career objective, how the scholarship will benefit applicant's professional and academic development, and why the applicant believes he/she should receive the scholarship.
- Documentation verifying applicant is currently employed in a public purchasing profession. (Documentation may be in the form of the entity's Official Position Description [includes class title, definition of the kind of work performed in that class; distinguishing characteristic of the class; illustrative duties; knowledge, skills and abilities required to perform the work; employment standards for incumbents of positions in that class; required licenses and certifications incumbents must possess; and necessary special requirements (if any) incumbents must meet] or alternate personnel documents issued by the Human Resources Department of the entity, at a minimum this documentation must be on government letterhead and authenticated by the Immediate Supervisor or Department Head to the extent possible.)
- Current Resume that reflects professional experience, education & affiliations.
- Any further documentation that the applicant believes would assist the committee in their evaluation of the complete application package.

All application materials become the property of the PAPPAscholarship Committee and will be held confidential.

Upon completion of the annual process, the Awards and Scholarship Committee Chairperson shall forward each applicant's complete package to the PAPPAscholarship Secretary. All documents will be kept in the PAPPAscholarship Secretary's archive file depository for a period of three (3) years from the date of its submittal.

REVIEW

The Committee will review each complete application package on the applicant's individual merit. The Committee shall give equal consideration to each of the required elements of the application and complete package.

The committee will consider the following:

- Applicant has distinguished themselves by their accomplishments in a public purchasing and/or a materials management position.
- Applicant has demonstrated the ability to assume increased responsibility and leadership positions.
- Applicant's employing potential and professional contributions could be enhanced through further technical or executive leadership training opportunities.
- Applicant's overall financial need.
- Applicant's commitment to the field of public purchasing.
- Applicant's overall need for pursuing this career objective and/or learning opportunity.

The Committee may require additional information or further clarification from the applicant or the applicant's employer.

AWARD

All scholarships shall be awarded annually and must be used by the recipient and submitted within the budgeted year.

The number of scholarships awarded is limited to the budgeted funds available for the program each year.

No other PAPPAsponsored Discount Program can be combined with Scholarship Funds and applied towards PAPPAsponsored events.

Failure to use the awarded scholarship shall forfeit the individual rights to said funds, and the funds shall be returned to the PAPPAAwards and Scholarship Program for future applicants.

Awards are bestowed only by unanimous decision of the Awards and Scholarship Committee. Upon completion of the evaluation process by the Awards and Scholarship Committee a recommendation shall be made to the PAPPABoard of Directors for approval and award of Scholarship Funds.

Applicants will be notified of their award by mail, fax, or email by December 15.

Scholarships are non-transferable.

Applicants are to request the amount needed, and must provide detailed information to support the amount requested. The Awards and Scholarship Committee reserves the right to award the entire amount requested or a lesser amount as they see fit and/or as scholarship funds are available.

Scholarship Funds for the approved event will be paid by PAPPAs follows:

- Registration Fee – either directly to the organization/entity sponsoring the event, or by reimbursement to the applicant with receipts and/or proof of prior payment.
- Accommodations, airfare, mileage and meal expenses - by reimbursement to the applicant with receipts and/or proof of prior payment.
- Certification/Recertification Fees - directly to NIGP or by reimbursement to the applicant with proof of prior payment.
- Tuition and Training Materials or Books for an accredited college, university or NIGP course - by reimbursement to the applicant with proof of prior payment and proof of maintaining a “C” average or better in the course.

APPEALS

Written appeals must be submitted to the Awards and Scholarship Committee Chairperson within 14 days of the date on the denial letter. The Chairperson or designated committee member will present appeals to the PAPPABoard of Directors for a decision. Decisions by the Board of Directors are considered to be final.

Scholarship Fund Application

Name of Applicant: _____

Professional Procurement Certification: ___ CPPB ___ CPPO ___ Other _____

Membership Category: Check All That Apply ___ NIGP Institute Member ___ PAPPA Chapter Member

Current Position Title: _____

Name of Employer: _____

Business Address: _____

Work Phone: _____ Fax No.: _____

E-Mail Address: _____

Immediate Supervisor (name & title): _____

Business Address: _____

Work Phone: _____ Fax No.: _____

Professional Development Event

Name of event for which application is being submitted: _____

Course Title/Dates/Location: _____

Scholarship Amount Requested: \$ _____

To be used to pay for (itemize - registration, travel, hotel, meals, misc.): _____

How much will you personally contribute?: \$ _____ How much will your employer contribute?: \$ _____

Will you attend if partial award given? _____

Please complete all blanks (Attach an additional sheet of paper, if necessary.)

1. Provide a complete explanation/justification of the need for funds. Be specific and provide details. (This explanation/justification will be used to determine whether the request will be granted and to determine who shall receive funds in the event of multiple requests and insufficient funds to grant all meritorious requests.)

2. Provide a brief history of your involvement with the purchasing profession:

3. How long have you been a member of PAPPA? _____

4. List professional contributions made to PAPPA in the last three years:

5. Do you currently hold any professional procurement certification(s)? _____ Yes _____ No
If yes, which one(s) and when did you receive it (them)?

If no, are you seeking professional certification? _____ Yes _____ No
If yes, which one, and what is your planned course of action and target completion date?

6. What would be one professional contribution that you would like to be able to make to PAPPA, to help it better meet the needs of the membership?

7. Have you received a PAPPA scholarship in the past? _____ Yes _____ No
If yes, when did you receive it and what event was it used for?

I certify that to the best of my ability, the statements made herein represent true and factual information.

Applicant's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Check list for submission of a complete package:

- ___ All blanks completed on this form
- ___ Signatures of Applicant and Immediate Supervisor or Department Head
- ___ Career objective essay
- ___ Verification for employment attached
- ___ Current resume attached

***** FOR COMMITTEE USE ONLY ***

Date Application Received: _____ **Date Reviewed by Committee:** _____

Recommendation: _____

Signature of Committee Chairperson: _____



SCHOLARSHIP PROGRAM JUDGING CRITERIA

Applicant Name: _____

Amount Requested \$ _____

Amount Awarded \$ _____

Pass/Fail Evaluation: *Applicant must provide each of the items required under items A, B and C. If the submission is lacking, Fail should be selected. If Fail is selected then the committee member shall not continue on to the Technical Evaluation.*

A	Signatures of Applicant and Immediate Supervisor or Department Head on Form?	Pass/Fail	
B	Is Applicant's Verification For Employment attached?	Pass/Fail	
C	Did Applicant attach a current resume?	Pass/Fail	

Technical Evaluation: *Points will be given according to the Applicants responses and explanations on their Application Form.*

		Points Allowed	Points Received
1	Has Applicant attached/provided a complete explanation/justification of the need for funds and provided specific details on how scholarship will be used?	No: 0 pts. Meets: 5 pts. Exceeds: 10 pts.	
2	Has Applicant attached/provided a brief history of their involvement with the purchasing profession?	No: 0 pts. Meets: 5 pts. Exceeds: 10 pts.	
3	How long has applicant been a member of PAPP?		
	New Member (within past 24 mos.)	10 points	
	2 Years and longer	5 points	
4	Did Applicant list any professional contributions made to PAPP in the last three years?	5 pts. for each 50 pts. max.	
5	Does Applicant currently hold any professional procurement certification(s)?	5 pts. for each certification No: 0 points	
	Is Applicant seeking professional certification?	Yes: 10 points No: 0 points	
6	Did Applicant respond to the question, "What would be the one professional contribution that they would make to PAPP to help it better meet the needs of the membership"?	Yes: 5 points No: 0 points	
7	Has Applicant received a PAPP scholarship in the past three years? If scholarship awarded, was it used?	Yes: 5 points No: 10 points Not Used: 0 points	
TOTAL:			0

Reviewed By: _____

Notes/Comments: