

## MILE-HIGH DENVER CHAPTER OF ARMA

### CHUCK SCHIELL MEMORIAL SCHOLARSHIP FUND APPLICATION



#### Applicant Information

Name \_\_\_\_\_ ARMA Membership Number or indicate Student/Retiree \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Name of the Course / Certification / Seminar      Name of the University/College / Certifying Body / Organization

\_\_\_\_\_  
Amount Requested for Reimbursement

#### Application Requirements

*Applicant **must** be a current member of the Mile-High Denver Chapter of ARMA or a current student or retiree from the Records and Information Management Field. Students may use the Scholarship fund to pay for a Membership to ARMA International and the Mile-High Denver Chapter of ARMA. This scholarship award is a one-time, per Chapter year, per individual application up to \$500.00, or as funds are available. If an individual submits more than one application per Chapter year, the individual is eligible for up to a total of \$500.00 in reimbursement per Chapter year.*

Please include the following with your application:

1. Evidence of class registration(s) from an accredited college or university program. Example: Course/Class Registration Form.  
OR  
Evidence of CRM, CRA or IGP stage completion by providing a description of the certification stage and proof of completion.  
(Note: Applications for CRM, CRA or IGP reimbursement are due no later than four (4) weeks after successful completion of each certification stage.)  
OR  
Evidence of seminar registration by submitting the seminar registration receipt.
2. Any additional details (such as an announcement, syllabus, course description, etc.) that further describe the course/class, certification or seminar opportunity.
3. A 100-word description of how participating in the course/class, RIM-related certification or seminar will help you in your RIM education or career. This can be in the form of an email submitted with this application.

#### Agree to the Terms and Conditions:

I certify that all of the information contained in my application form is accurate to the best of my knowledge. I consent to the review and release of the application to the appropriate persons of the Mile-High Denver Chapter of ARMA Board of Directors. I agree that I am not being reimbursed elsewhere for this activity and if awarded, I agree to write an article for the Mile-High Denver Chapter "newsletter".

Signature: \_\_\_\_\_ Date (yyyy/mm/dd): \_\_\_\_\_

Submit all applications to either the Mile-High Denver Chapter mailing address or to the email address below:

Mile-High Denver Chapter of ARMA  
450 W. 14<sup>th</sup> Ave. #48074  
Denver, CO 80204

Email: [access@armadenver.org](mailto:access@armadenver.org)

Questions? Contact the Email address

## Mile-High Denver Chapter of ARMA Chuck Schiell Memorial Scholarship Fund

Charles (Chuck) Schiell was one of the original chapter members when the Mile-High Denver Chapter of ARMA was chartered in 1970. He served on multiple board positions and was President for the program year 1972 - 1973. He was also Chapter Member of the Year 1997 - 1998. Chuck was an active, positive and encouraging RIM professional and was a fundamental part of the Mile-High Denver Chapter of ARMA for so many years until his life was cut short on November 30th, 2018. In 2019 the Chapter honored Chuck's work and dedication to the Chapter by naming its scholarship and educational opportunities after him.

The Mile-High Denver Chapter of ARMA Member Scholarship Program has been renamed the Chuck Schiell Memorial Scholarship Fund and has been updated to assist ARMA Mile-High Denver Members, Students and Retirees in furthering their education in the dynamic field of Records and Information Management. Scholarship awarding is managed by the Mile-High Denver Chapter of ARMA Board of Directors.

The Chuck Schiell Memorial Scholarship Fund provides financial assistance to ARMA Mile-High Denver Chapter Members, including Students and Retirees, for the following:

- University and College Studies: Scholarship funds can be awarded for course/class registration fees and book fees. Applicant must select courses from an accredited university or college. Courses must be related to Records/Information Management, Archive/Library Science or Computer Science.
- Certification: Applicant may be awarded scholarship funds to pursue a certification such as a Certified Records Manager (CRM) or Certified Records Analyst (CRA) through the Institute of Certified Records Managers or Information Governance Professional (IGP) through ARMA International.
- Seminars: Scholarship funds can be awarded for seminar registration costs. This pertains to registration costs for monthly meetings/workshops/webinars/conferences. Seminars must be related to the field of Records/Information Management or Archive/Library Science.
- Memberships: Students may use scholarship funds for a membership to ARMA International and the Mile-High Denver Chapter of ARMA.

### Receiving the Funds

Recipients of the Chuck Schiell Memorial Scholarship Fund 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 an expense report along with copies of the receipts to the Chapter Board for reimbursement based on the awarded amount.

### FAQS

- ***Who may apply for the scholarship?*** Mile-High Denver Chapter members who are in good standing, current students, and retirees may apply for the scholarship. Priority goes to members who are not currently on the board, then current board members.
- ***Where do the Scholarship funds come from?*** The Chapter holds an annual Spring Seminar Silent Auction fundraising event with the intent that a portion of the net proceeds will go to the scholarship fund.
- ***Is there a specific timeframe or deadline for applying?*** The scholarship fund is operated on an "open season" basis. However, in order to ensure adequate time for review and decision-making, the deadline for submittal is at least 60 days prior to the registration and/or payment deadline for the professional development activity you wish to attend. Applications received inside the 60-day window may be considered at the discretion of the Board of Directors, depending on time and schedule. (Note: If you are applying for CRM/CRA Certification or IGP Certification reimbursement, applications are due no later than 4 weeks after successful completion of the certification or certification stage.)
- ***How often may an individual apply?*** Individuals may apply as often as they wish. However, an individual can receive no more than a total of \$500.00 per Chapter Budget Year (July – June).
- ***What is the maximum award amount?*** The maximum amount that will be awarded to an individual is \$500.00 per Chapter Budget Year (July – June) or as funds are available.