



Conference Education Assistant Policy

Name of Grant: The ARMA International Conference Education Assistant Grant

Purpose: To secure education assistants to help ARMA International with managing education programs at the ARMA International Annual Conference & Expo, while providing members with an opportunity to receive a complimentary full conference registration and networking opportunity while attending the conference.

Scope: Education assistants will be selected from each region. The number selected will depend on the number of assistants the ARMA International Education Department determines is needed for the Conference.

Administration: ARMA International's Member Services Department will coordinate the solicitation of applications through the region directors and review the approved ones with the Education Department.

Eligibility Requirements: To be eligible for this grant, applicants must:

- Be in need of financial assistance to attend the Annual Conference & Expo due to loss of job, lack of employer's financial support, or similar reasons
- Have contributed to their local chapter, region, and/or ARMA International throughout the current fiscal year

Application Procedures

1. Applications are submitted:
 - a. Chapter Members: Submit to the applicant's chapter president, who will review, comment on, and forward them to the chapter's region director who will review them and submit one per chapter to ARMA International. Other applications worthy of consideration may be marked "Alternate" and submitted.
 - b. Members Not Affiliated With a Chapter: Submit applications directly to the ARMA region director or the ARMA International Member Services Department.
 - c. International Members: Presidents of international chapters submit applications directly to the ARMA International Member Services Department.
2. The Region Director (or international chapter President) will:
 - a. Review each application based on financial need and the applicant's involvement in local chapter, region, and/or ARMA International throughout the current fiscal year and provide recommendations to ARMA International Member Services Department.
 - b. Submit the applications to the ARMA International Member Services Department.
3. Applications must be received at ARMA International by **April 30**.
4. The Member Services and Education Departments will select assistants, ensuring all regions are represented, based on the applications and region director recommendations, and make their decisions by **May 31**.
5. If a selected applicant is unable to participate, a replacement will be selected from among the remaining pool of alternate applicants, ensuring all regions are represented, based on the applications and region director recommendations.
6. ARMA International will notify all applicants of its decision by **June 1**.

Roles and Responsibilities of ARMA International Conference Education Assistants: In exchange for a complimentary full ARMA International Conference & Expo registration and networking opportunity, conference education assistants are assigned to work half the conference education program. This allows them time to attend general sessions, participate in education sessions, and visit the Expo.

Conference education assistants are assigned to one room or float location each day so they can become familiar with that area and its potential problems.



Conference Education Assistant Application

Please ensure that all contact information provided matches your My ARMA account profile.

Date: _____

Name: _____ Signature: _____

Chapter Name: _____

Phone: (_____) _____ E-mail: _____

Describe why you need financial assistance to attend the Annual Conference & Expo:

How have you contributed to your local chapter, region, and/or ARMA International during the past year?

Additional comments for us to consider:

Application and Approval Process:

Please complete application and follow approval process listed on page 1.

Applicant Signature:

(Print Name) (Signature) (Date)

Reserved for Chapter President comments:

(Chapter President Name) (Signature) (Date)

Reserved for Region Director comments:

(Region Director Name) (Signature) (Date)

Reserved for HQ Member Services comments:

Region director and presidents of international chapter: Please fax, mail, or e-mail completed and ranked applications to arrive by **April 30** to:

Member Services Department Email: chapters@armaintl.org
ARMA International Fax: 1+913-341-3742
11880 College Blvd,
Suite 450
Overland Park, KS 66210 USA