

# The Alaska Chapter of ARMA International

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## PROFESSIONAL DEVELOPMENT FUND

### *IN RECORDS AND INFORMATION MANAGEMENT*

Beginning in 2006, the Alaska Chapter (the Chapter) of ARMA International offers a **PROFESSIONAL DEVELOPMENT FUND** to its members.

Please take a moment to read the information provided below. It describes the **FUND** in some detail, including eligibility criteria and the application, evaluation, and reimbursement processes. After reading through this information, if you find you still have questions, please do not hesitate to contact any member of the Chapter's Board of Directors.

**REMEMBER, THERE'S NO TIME LIKE THE PRESENT TO PREPARE FOR THE FUTURE.  
WE ENCOURAGE YOU TO APPLY NOW. OPPORTUNITIES ARE WAITING, TIME IS FLYING!**

### **INTRODUCTION**

The Vision of the Chapter in offering this **FUND** is to maximize the value of Records and Information Management (RIM) by providing a funding resource for individuals seeking to advance their knowledge in the field of information management through training and education opportunities.

The purpose is to assist RIM professionals in building their skills in RIM sectors to benefit themselves, their employers, the ARMA International organization, and the professional RIM community in general.

The overall goal of the **FUND** is to strengthen records and information management through development of the knowledge, skills, and abilities of Chapter members.

Objectives of the **FUND** are to:

- ❖ provide financial support for RIM-related training, classes, or workshops for Chapter members, and
- ❖ broaden the scope of RIM knowledge throughout our membership and foster a more active network within the Chapter.

### **FUNDING**

To finance the **PROFESSIONAL DEVELOPMENT FUND** initially, the Chapter will set aside \$3,000.00. In subsequent years, the Chapter may contribute up to 50 percent of its annual net income to replenish the **FUND**. Additionally, the Chapter may hold fundraising events with the intent that 100% of the net proceeds of such events will go to the **FUND**.

## **ELIGIBILITY CRITERIA**

- ❖ ***Who may apply for an award?*** Only Chapter members who are in good standing, and who are not currently serving on the Board of Directors, may apply for an award from the **PROFESSIONAL DEVELOPMENT FUND**.
- ❖ ***What may an award be used for?*** Successful applicants may use an award to cover tuition or other course fees, travel expenses, textbook purchases, certification fees, and/or any other direct costs associated with the approved training or professional development activity.
- ❖ ***What is expected of an award recipient?*** Award recipients are expected to write a newsletter article about the training or provide a summary briefing at a Chapter general meeting. In addition, recipients are asked to present the Chapter with any tangible items acquired as part of the activity (e.g., books, CDs, videotapes, etc.), after a reasonable period of time for personal use has passed. This provision assures these resources are eventually available for use by other Chapter members.
- ❖ ***Must an applicant demonstrate financial need and/or commit to cost-sharing (either personally or by their employer)?*** There is no requirement for an applicant to show financial need. Likewise, there is no requirement that the applicant or his/her employer will contribute to the direct cost of training.
- ❖ ***Is there a specific timeframe or deadline for applying?*** The **PROFESSIONAL DEVELOPMENT FUND** is operated on an "open season" basis. However, in order to ensure adequate time for review and decision-making, applications must be submitted for consideration no later than 60 days prior to the training registration / payment deadline. In any case, no matter when an application is received, it will be reviewed in accordance with the review process described below.
- ❖ ***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).



## **APPLICATION PROCESS**

The **PROFESSIONAL DEVELOPMENT FUND *Application Form*** is the preferred instrument for applying to the **FUND**. This form asks for only basic personal information, such as address, phone and fax numbers, e-mail address, and ARMA member number. It does NOT ask for an applicant's Social Security number (SSN) or date of birth (DOB). The ***Application Form*** also asks for information about the proposed training such as vendor name, training dates and location, cost, and any registration or payment deadlines. You can find the ***Application Form*** on the Chapter website under the "Forms and Links" tab at [www.alaskaarma.org](http://www.alaskaarma.org).

We suggest you open the ***Form***, print it out, and complete it in writing; or copy it to your local drive, complete it electronically, and then print out the completed form for mailing. You will have to open the form as a "Read Only" file. If you save it to your local drive, that version will not be password protected.

To be considered, applicants must submit the following:

- ❖ A completed **PROFESSIONAL DEVELOPMENT FUND *Application Form***, including a description of the proposed training with sufficient detail to enable the Board of Directors to determine that it is provided by a reliable source, known to be current with industry and education standards, and that it is consistent with the vision, purpose, goals, and objectives of the **FUND**.
- ❖ Any additional training details (such as an announcement, syllabus, course description, etc.) that further describe the training opportunity (simply attach these materials to the ***Application Form***).
- ❖ A brief (250-word) essay describing how he or she will benefit from the training, and how he or she will use it (if appropriate).

### ***Applications must be submitted to:***

Board of Directors  
Alaska Chapter of  
ARMA International  
P.O. Box 241365  
Anchorage, Alaska 99524

The deadline for submittal is at least 60 days prior to the training registration / payment deadline. In most cases, application review will occur during the next regularly scheduled Board meeting following receipt of the application. During the summer and Christmas meeting breaks, other arrangements will be made to ensure timely review and notification to the applicant of the Board's decision.



The Board will review qualified applications in a timely manner, and to promptly notify applicants of the evaluation outcome by phone or e-mail.

## **EVALUATION PROCESS**

In evaluating applications, the Board will consider the following factors:

- ❖ **Early Career Enhancement.** Individuals in the early stages of their careers who can demonstrate that a particular educational offering will significantly increase their ability to deal with a specific job assignment, address a problem, or advance in the field.
- ❖ **Strengthening Capacity to Deal with Significant Issues.** Individuals at any stage of their careers, who can demonstrate that a specific educational offering will enable them to:
  - ◆ handle an issue of significance to the field;
  - ◆ supervise, train, or develop others (e.g., staff they supervise) in a significant issue; or
  - ◆ contribute to the profession's efforts to deal with a significant issue.
- ❖ **Commitment to the Field.** Individuals who show commitment to the field through professional and/or occupational accomplishments, and/or through a persuasive description of current interests and future plans in the field of records management.
- ❖ **Part of a Development Plan.** Educational offerings that clearly fit in with the applicant's past work and career plans.
- ❖ **Quality Educational Offerings.** Educational offerings where the:
  - ◆ sponsoring institution is clearly competent to offer the course or other opportunity;
  - ◆ presenters are clearly qualified through training or experience to teach or present;
  - ◆ content (what will be covered) is clear; and
  - ◆ outcomes are clear, either from the course description or what the applicant provides.
- ❖ **Cost Effectiveness.** Educational offerings where the applicant can make the case that the offering is cost-effective, i.e. that the quality and expected outcomes are worth the investment of funds.

To some extent the application and, in particular, the 250-word essay are an opportunity for an applicant to communicate how the proposed training / professional development event corresponds to each of these factors.

## **COMPENSATION PROCESS**

Typically, a successful applicant will be compensated "after the fact" (i.e., after the professional development activity or event has been completed). In order to be reimbursed, an applicant must submit actual receipts to the Board following conclusion of the approved activity or event. An applicant may also request that prepayment be made directly to an approved event sponsor or vendor. In this case, the application must include actual cost information, a completed training or event registration form, and any other information necessary to enable the Board to verify and pay actual costs. In no case will advance payment be made directly to a Fund applicant.

## **FOR MORE INFORMATION**

Contact the Alaska Chapter through our website [www.alaskaarma.org](http://www.alaskaarma.org)