

Oregon PRIMA Memorial Scholarship Policy

PURPOSE

Scholarships are offered to provide continued education of risk management professionals serving the public sector. This policy establishes criteria for eligibility, award procedures and educational activities for which funds may be provided. The Oregon PRIMA Scholarship Fund has been established for this purpose.

POLICY

The Oregon PRIMA Board of Directors will provide scholarships to active members to promote professional growth in the public risk management field. Scholarship funds may be awarded to a member for expenses not covered by his/her public entity for the purpose of attending PRIMA conferences, classes leading towards a designation or certification, or other relevant educational opportunities as may be approved by the Board in its discretion. Costs may be advanced or reimbursed at the discretion of the Board of Directors with proper documentation. Covered costs shall not include per diem costs.

PROCEDURE

Applicant must be a member in good standing with Oregon PRIMA.

Applicant must be an employee of a governmental entity and have designated duties for risk, insurance, safety and/or benefits.

Applications should be submitted to the President of Oregon PRIMA eight weeks prior to the date of the event or early registration deadline, whichever is sooner.

Applicant must have requested his/her entity to underwrite education/conference attendance and been denied funding. The applicant must furnish evidence of denial.

Applicant must submit a letter from his/her supervisor expressing support of the application and indicating a commitment to grant time off to attend the education session or conference.

Applicant must attach a statement giving reasons for the request and how the applicant will benefit.

GENERAL INFORMATION

Awarding of scholarships is contingent upon the availability of funding and approval of the Board of Directors.

The scholarship fund is dedicated only for the educational purposes described and shall be accounted for separately from the other Oregon PRIMA funds.

The fund cannot be used for any other purpose. (A vote of the Board to fund other activities shall not be allowed.)

A member will be eligible for only one type of scholarship, conference attendance, designation or certificate program or other class or educational program annually.

The Board of Directors shall identify the level of contribution to the fund at the January meeting each year.

More than one scholarship may be awarded to an applicant during one year for completion of a designation or certification program. However, applications must be submitted and reviewed prior to attendance of each segment of the course. Otherwise, scholarships shall be awarded on a one-time basis.

No more than three certification/designation related scholarships will be awarded annually to any one member.

The cost shall be reimbursed directly to the individual upon passing the applicable exam and submission of receipts documenting enrollment, purchase of materials and payment of test fee. Costs to attend other qualifying functions shall be sent directly to the sponsoring entity.

Contributions from Brokers shall be made out to "Oregon PRIMA Scholarship Fund."

The fund cannot be abolished without 2/3 vote of Oregon PRIMA membership. The remaining balance, if any, shall be distributed on a pro rata basis to Oregon Chapter PRIMA and to sponsoring broker(s).