Public Agency Risk Managers Association (PARMA)

**SUSAN ELDRIDGE PARMA CONFERENCE SCHOLARSHIP**

**AWARDS POLICY**

**I. PURPOSE**

To establish a uniform policy for PARMA Conference Scholarships.

**II. AWARD AMOUNT & PROCEDURES**

1. The Scholarship amount shall be limited to conference registration, room accommodations at the lowest priced option for Conference Host Hotel for a maximum of three room nights. Conference Registration and hotel will be paid directly by PARMA. PARMA will also reimburse travel round trip at the IRS rate mileage and/or airfare, not to exceed $600. PARMA will consider written requests in which extenuating circumstances are presented that would justify travel expenses to exceed the maximum dollar limit. Such requests should be addressed to the PARMA Treasurer.
2. The Board of Directors may, at any time, modify the number of scholarships it will issue and dollar amount of each scholarship awarded.
3. The *Scholarship Application* shall include language that should the winner of the Scholarship not attend the conference for any reason, the awardee will reimburse PARMA in full for all scholarship payments made to the awardee.
4. The *Scholarship Application* shall include indemnification language that absolves the Public Agency Risk Management Association, its officers, chapters, chapter officers, agents and volunteers from any and all liability involving the awardees participation during and/or in travel to and from or in conjunction with the Conference and be signed by the applicant.
5. All documentation involving the awarding of the scholarship including but not limited to: the *Scholarship Application*, payment/reimbursement and confirmation of the winner’s attendance at the Conference shall be submitted to the Board Treasurer no later than thirty (30) days of the conclusion of the conference.

**III. ELIGIBILITY & SELECTION**

1. Only PARMA public entity members’ employees shall be eligible for a scholarship.
2. PARMA makes available up to seven (7) scholarships each year.
3. Applicants must use form available on the PARMA website.
4. The awarding of the Scholarship shall be determined by the PARMA Board of Directors.
5. The Board of Directors will give special consideration to Chapter Officers applying for a scholarship, as well as to first time scholarship applicants.