



## MARY JO SINCLAIR SCHOLARSHIP GUIDELINES

1. The Scholarship Committee shall be composed of the Immediate Past President, the current President, and the Professional Development Chairperson. The Immediate Past President shall serve as the Chairperson of the Scholarship Committee.

Should a vacancy occur the President will appoint someone to finish the term of the vacated position.

2. The Board of Directors shall establish an amount annually to be committed to the Scholarship Fund. Monies not awarded during the fiscal year shall be carried forward in escrow for possible distribution in upcoming fiscal periods.
3. Applications shall be accepted on an on-going basis throughout the fiscal year of the organization, or until the Scholarship Fund for the current fiscal year has been exhausted.
4. Applications shall be submitted to the Professional Development Chairperson.
5. Evaluation of the applications will be completed by the Scholarship Committee, and a recommendation for award or denial shall be submitted to the Board of Directors for approval.
6. Scholarships may only be awarded to members of the Public Purchasing Association of North Central Texas in good standing.
7. The maximum individual scholarship award shall not exceed \$500.00 annually. The individual scholarship awards are in addition to the NPI Annual Conference scholarship awards.
8. Scholarship funds may be used for professional purchasing certification examination fees, purchasing related conference registration, continuing education courses and materials, as approved by the Board of Directors.
9. Applications should include biographical information about applicant's current position, and the intended use of the funds provided from the Scholarship Fund.
10. Documentation such as an invoice, brochure with associated costs, proof of attendance, proof of passing certification examinations, etc. shall be submitted either in advance, or upon completion of the educational endeavor.