

# FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

## SCHOLARSHIP PROGRAM

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### **Introduction:**

The Florida Association of Public Purchasing Officers, Incorporated (FAPPO) values the contributions, efforts and professionalism of its members. With the challenges that public entities face with constrained budgets, FAPPO recognizes that it has become increasingly difficult for public entities to provide funding for professional development and continuing education.

### **Purpose:**

The purpose of the Scholarship program is to enhance the FAPPO Professional Development Program. FAPPO has formed an Educational Committee, that will set forth a budget for the program, set goals & objectives and recommendations for improvement.

### **Intent:**

It is the intent of the FAPPO organization to provide a new program, which will provide scholarships to member(s) who have a strong commitment to their field of professionalism, desire to further their knowledge and expertise in public procurement through continuing education and have limited funds and commitment by their organization.

The total annual appropriation by FAPPO shall be determined annually by the Board of Directors during the budget appropriation process. Once appropriation has been approved qualifying members will be awarded scholarships up to \$200.00 on a “first come first served” basis until the appropriation has been exhausted or the twelve (12) month period from the date of the appropriation has ended, whichever comes first. Only one scholarship request per person, and two per agency per year will be considered. This is a subsidy for Purchasing related training, including seminars and webinars. Scholarships may not be used for exam fees, FAPPO conference registration or FAPPO sponsored seminars.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships.

### **Application Process:**

All applications for scholarships shall be submitted to the Scholarship Program Coordinator at least forty-five (45) days in advance of the scheduled event. The Scholarship Program Coordinator shall review the applications received and ensure that they are complete.

Before distributing applications to the Educational Committee, the Scholarship Program Coordinator will share the list of applicant names with the Committee to determine if any conflicts of interest exist. The Scholarship Program Coordinator will then remove any identifying information about the applicant from the applications and distribute them to the members of the Educational Committee for evaluation and recommendations.

Scholarship winners will be announced as soon as practical after each selection. The announcement will identify the scholarship type(s) and winner(s) will be posted on the FAPPO website and a copy of the approved application will be mailed to the winner(s).

### **Selection Criteria:**

The Committee will review all scholarship requests and award a scholarship based on the applicant's submittal.

### **Payment Process:**

Scholarship disbursements may be in two different ways:

- Payment in advance of seminar or webinar:

Scholarship recipients should submit a payment request to the Education Committee Chair for registration. This request should be submitted at least four (4) weeks in advance of the event. The treasurer will issue payment directly to the Professional Development Chair.

- Reimbursements after the seminar or webinar:

If the scholarship recipient has already made payment personally (must provide proof) and is seeking reimbursement, receipts shall be submitted with the reimbursement request. The Educational Committee will review the application & receipts for reimbursement. If a reimbursement is denied the applicant will be notified with an explanation of the denial.

### **Submittal Requirements:**

See the FAPPO website for the most current version of the Scholarship Program Application for submittal requirements.