

# FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC.

## SCHOLARSHIP PROGRAM

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### **Introduction:**

The Florida Association of Public Procurement Officials, Inc., (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 for its workforce.

### **Purpose and Intent:**

The purpose of the Scholarship Program is to assist the FAPPO membership in their efforts to achieve individual professional development. Professional development is vital to the membership's ability to improve their effectiveness and efficiency and contributes to the membership's ability to provide ethical stewardship of their respective agency's taxpayer dollars.

The program shall provide scholarship funds to members who have a strong commitment to their field of professionalism and a desire to further their knowledge base and expertise in public procurement through continuing education but have limited or non-existent education budgets.

### **Types of Scholarships Available:**

- Scholarship to be utilized to attend an NIGP specific course sponsored by FAPPO or other FAPPO sponsored course
- FAPPO Bucks Program: Scholarship to be utilized solely for attendance at FAPPO's annual Spring Conference
- Norma Showley Scholarship

The total annual appropriation for all but the Normal Showley Scholarship shall be determined by the Board during the budget appropriation process. Once appropriation has been approved, qualifying members will be awarded scholarships on a "first-come, first-served" basis until appropriated funds are exhausted or the fiscal year has ended, whichever occurs first. Members will be granted only one (1) scholarship per type, per fiscal year; the agency will be granted no more than two (2) scholarships per type, per fiscal year.

Scholarships requested for use in attendance at any FAPPO sponsored NIGP course will be granted up to \$250.00 per request. Scholarships requested for use in attendance at the annual Spring Conference will be granted up to the amount of the early bird conference registration cost.

**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.

### **FAPPO Bucks Program:**

Starting on July 1, 2011, FAPPO members can “earn” their way to a FAPPO sponsored event. This includes the FAPPO Conference and Trade Show in May 2012, as well as any FAPPO sponsored class. FAPPO has budgeted \$25,000 for the FAPPO Bucks Program, \$5,000 for Conference speakers and awards, and \$10,000 in Scholarship Bucks, for a total of \$40,000 in available scholarships. This is how it works:

1. Send an email to the Executive Director to register: a new individual member or member(s) of an Agency who have had no previous FAPPO membership. Include the agency or member name, email and phone number. The Executive Director will contact that agency or member and you will receive **TWENTY-FIVE FAPPO Bucks** for each new member that joins and pays dues. Agency or member must be new to FAPPO and cannot have belonged within the past two years. (You cannot sign up anyone from your own agency, but we certainly encourage all of you to belong).
- 2a. Starting on August 24, 2011, contact the Executive Director if you would like to email “blast” your vendors the FAPPO Exhibitors Application. He will set up a special number for your agency on the application that you “blast” that will identify the Exhibitors Applications as they come in as being recruited by your agency for credit. Vendor applications that come in with your number will earn **ONE HUNDRED FAPPO Bucks** or **10%** of their registration if they sign up as gold or platinum exhibitors for your Agency. (Applicable only to vendors who haven’t exhibited in the past two years).
- 2b. Vendors who signed up last year due to the Bucks Program and who sign up again to participate in the Trade Show will earn their recruiting Agency **FIFTY FAPPO Bucks**.
3. Serve as a Committee Chairperson-**ONE HUNDRED FAPPO Bucks**; serve on the Committee-**FIFTY FAPPO Bucks**.
4. Submit an application for the FAPPO Awards (Best Practices) and win, receive **THREE HUNDRED FAPPO Bucks**. Receive an honorable mention, win **Twenty Five FAPPO Bucks**. One award per entity please!
5. Submit a FAPPO Award of Excellence application and receive the award, win **THREE HUNDRED FAPPO Bucks**.
6. Submit an Essay for the Essay Contest and win, receive **THREE HUNDRED FAPPO Bucks**.

7. Instruct a class at the FAPPO Conference and receive **THREE HUNDRED FAPPO Bucks** (divided among the instructors per class). Facilitate a networking session and receive **FIFTY FAPPO Bucks**.

8. The President can assign BUCKS to those members that volunteer to help for duties not assigned to any committees.

9. Pay your dues by July 31<sup>st</sup>, 2011 and on August 15, we will draw 10 names who will each receive **\$300 FAPPO Bucks** to use for 2012 Conference or Hotel! On November 15 we will hold one more drawing and 10 lucky members will each receive **\$300 FAPPO Bucks** for 2012 Conference or Hotel.

To be eligible you must have paid your dues for 2011/2012 by the posted deadline (Sept. 1, 2011). FAPPO Bucks are not redeemable for cash, can only be used towards FAPPO sponsored events including conference registration and hotel costs for the Spring Conference and must be used by May 31, 2012. FAPPO Award winners (Award of Excellence, Best Practice, Essay) will be able to use their BUCKS in the current year or opt to use them in the year immediately following the Spring Conference (2013- June 1, 2012 to May 31, 2013) . **Maximum amount that a FAPPO member can earn cumulative is \$1000.00; Officers are not eligible for FAPPO Bucks.** You can pass your FAPPO Bucks on to another FAPPO member, and the same rules will apply.

### **Norma Showley Scholarship:**

FAPPO has established the Norma J. Showley Memorial Scholarship Fund to provide FAPPO members with flexible training options to pursue other training that is beneficial for continued professional growth, but may not be degree-seeking or core NIGP classes. Recipients will be chosen by their demonstration of the skills and values of the FAPPO organization as demonstrated by Mrs. Norma Showley, one of FAPPO's most cherished and supportive members.

This scholarship provides a new funding opportunity for FAPPO members who are interested in furthering the development of their procurement skills and professionalism.

The organization plans to consider up to five (5) recipients each fiscal year for a maximum fund disbursement of \$500 each.

### **Application Process:**

Scholarship applications for scholarships that do not fall under the FAPPO Bucks Program shall be submitted to the Scholarship Program Coordinator no less than thirty (30) days in advance of the scheduled event. The Scholarship Program Coordinator shall review the application and ensure that all required documentation is attached. Applicants will be notified by the Scholarship Chairperson upon award of the scholarship.

**Selection Criteria:**

The Scholarship Program Coordinator and Professional Development (Pro-D) Chair shall review all scholarship requests and approve disbursement based on the applicant's submittal. FAPPO Bucks requests shall be approved and disbursed by the FAPPO Bucks Chairperson.

**Payment Process:**

Scholarship disbursement will be made after the event. The member shall submit their application in accordance with the provisions noted on each Scholarship Application. The member is required to provide proof of payment prior to scholarship funds being disbursed. The reimbursement shall be made to the governmental agency or FAPPO member, whichever was responsible for payment of the event.

**Submittal Requirements:**

Submittal requirements are noted on the Scholarship Application. Package must include the following:

- A written statement from the Chief Purchasing Official or Human Resources Director stating whether the agency will reimburse the costs associated with the event
- Description of the event which includes the cost
- Membership dues are current (will be verified by Executive Director)
- Does the event qualify for certification or re-certification points?