



## VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS

### SCHOLARSHIPS

#### Purpose:

The **Connis O. Brown Scholarship** fund was established by the Virginia Association of Government Archives and Records Administrators (VAGARA) in February, 1989, in order to recognize and support those individuals who desire to advance their knowledge of the records management profession and the principles of VAGARA.

#### Eligibility:

An applicant for the Connis O. Brown Scholarship must be a member in good standing of VAGARA and must have professional affiliation in the archives, records management, or information systems field.

Applicants must not have been awarded the Connis O. Brown scholarship for the previous two years to be eligible for the award for the current year. Awards will be given priority based on financial need, professional development and continuing education.

#### Application:

Applications for scholarship must be submitted on the designated VAGARA form no later than the date designated by the VAGARA Executive Board based on the conference date of each year.

Completed application forms are to be returned to the appointed scholarship committee chairperson for the award year. The committee, along with application information, will be publicized in the VAGARA newsletter and VAGARA web page.

#### General Information:

- Number of scholarships to be awarded each year will be determined by the Board.



## VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS

- Each year the number of candidates will be determined by the Board based on the funds available that year.
- The scholarship will only be awarded to the same applicant once every three years.
- The scholarship can consist of the following:
  - **Basic:**
    - One (1) year paid membership and paid registration for the VAGARA Annual Conference.
  - **Full Scholarship:**
    - Paid registration for the VAGARA Annual Conference and one (1) hotel room at conference rate (2 nights – based on need).

NOTE: The VAGARA Executive Board will designate to the Scholarship Committee the amount of money that can be awarded. The committee will determine based on need and funds. The VAGARA Treasurer will coordinate and monitor each award item with the scholarship recipient and Scholarship Committee Chairman.

- Calendar of events for the Connis O. Brown Scholarship:
  - Committee will be appointed at the beginning of the President's term and serve concurrently with that term.
  - Application and Scholarship information to be distributed in the VAGARA Newsletter and on the web page.
  - Application response due dates will be on the application and posted on the web page and newsletter.
  - In the event the chosen candidate(s) are unable to accept or utilize the award, he/she should notify the current Scholarship Committee Chairman, no later than one month prior to the conference for the award to be given to another candidate.



## **VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS**

- The Scholarship Committee will meet and make their selections during the dates designated by the VAGARA Board each year based on the VAGARA Conference date.
- The award recipient would receive a letter of congratulations outlining the benefits and limitations of the award. Copies to be sent to the President, Treasurer and Conference Registration Chairperson.

### **Guidelines for Basic Scholarship**

The Basic Scholarship consists of one (1) year paid membership in VAGARA: and paid registration for the current year VAGARA Conference.

1. The Scholarship is not transferable.
2. The Scholarship cannot be carried forward to another conference year.
3. In the event a recipient of the Scholarship is unable to accept membership and/or attend the conference, he/she must notify the Scholarship Committee Chairperson as soon as possible.
4. Any additional costs not included in the conference registration are not covered.
5. No travel expenses are covered.

### **Guidelines for Full Scholarship**

The full Scholarship consists of paid registration for the VAGARA Annual Conference and one room at conference rate. (Two (2) nights based on need).

1. The Scholarship is not transferable.
2. The Scholarship cannot be carried forward to another conference year.



## **VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS**

3. In the event a recipient of the Scholarship is unable to accept membership and/or attend the conference, he/she must notify the Scholarship Committee Chairperson as soon as possible.
4. Any additional costs not included in the conference registration are not covered.
5. No travel expenses are covered.
6. Cost of the room, at conference rate, is to cover one (1) person. Any additional person(s) in the room are not covered. Any related costs are the responsibility of the scholarship recipient.
7. The conference room rate will be prepaid to the hotel by VAGARA. Additional charges due at checkout are the responsibility of the scholarship recipient.
8. Any expenses charged to the room will not be covered by VAGARA. Examples are: phone calls or charges; room service; meals; TV services; wet bar, etc.
9. Any damages to the room or personal item losses are the responsibility of the recipient who occupies the room.