

# ARMA – The Information Management Professionals Wyoming Chapter

## SCHOLARSHIP APPLICATION

Applicant must be currently enrolled in a WYOMING community college business-oriented course of study and must provide a transcript that shows successful completion of at least one 3-credit-hour course in records and/or information management. If currently enrolled in the records and/or information course, please provide a statement from the instructor indicating successful completion to that point in the semester.

### Application Process:

1. Complete entire application. Selection of award recipient will be influenced by the completeness of replies and appearance (neatness) of the application.
2. Submit with the application at least one letter of recommendation from an instructor and a transcript showing successful completion of at least one 3-credit-hour course in records and/or information management. If currently enrolled in the records and/or information management course, please provide a statement from the instructor indicating successful completion to that point in the course.
3. Submit completed application by **April 1**.

Information submitted will be used only in connection with your application for this scholarship and will be divulged only to qualified persons who must see the information in the course of their duties.

Application Deadline: **April 1**

PERSONAL INFORMATION
Name
Current Address Street or P.O. Box City, State, ZIP
Permanent Address (If different from above) Street or P.O. Box City, State, ZIP
Current Phone Number
EDUCATION
Major course of study
Cumulative grade point average as of January 1, current year

Provide a brief statement (double spaced) of your future occupational and educational goals. Please limit your statement to 250 or fewer words.

**ACTIVITIES AND WORK EXPERIENCE**

List activities in which you have participated in high school and/or college.

<b>Activity</b>	<b>Offices Held</b>	<b>Awards/Honors</b>	<b>Dates</b>

List employment (including part-time and summer employment) you have held in the past four years.

<b>Employer and Location</b>	<b>Position</b>	<b>Major Duties</b>	<b>Dates</b>

List community activities and public service activities in which you have participated in the past four years.

<b>Name of Agency or Organization</b>	<b>Kind of Activity</b>	<b>Awards/Honors</b>	<b>Dates</b>

By checking this box, I hereby certify the provided information is accurate to the best of my knowledge. I also certify that I will allow the Scholarship and Financial Aid Office at LCCC to release any information that is applicable to this application.

\_\_\_\_\_  
Date

# Submission Instructions

Submit application before **April 1**.

Please note the pop-up window that appears after you click Submit.

1. The window will ask you to select your e-mail client.
2. If you use Microsoft Outlook Express, Microsoft Outlook, Eudora or Mail, click "OK" in the pop-up window. The form will be e-mailed to us.
3. If you use any other client, such as Yahoo or Hotmail, choose "Internet Email," then click "OK."
  - The computer will save the form to your hard drive.
  - Open your e-mail account.
  - Attach the form to a message and e-mail it to [FinancialAid@lccc.wy.edu](mailto:FinancialAid@lccc.wy.edu).
4. Please contact Financial Aid at 307.778.1156 to make sure the form was received successfully.

**SUBMIT**

or

**PRINT**

and mail to: Laramie County Community College  
Scholarship & Financial Aid Office  
1400 E. College Drive  
Cheyenne, WY 82007