



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2008 - 017

TO: School District Superintendents

FROM: Jim McBride, Ed.D. 

DATE: February 8, 2008

SUBJECT: ARMA Scholarship Information

INFORMATION TO SHARE

Attached is information regarding scholarships being offered by the Wyoming Chapter of ARMA (Association of Records Managers and Administrators). Please share this with your staff and students.

JM:clr

Attachments: 1

The Wyoming Chapter of ARMA is offering three scholarships for the forthcoming school year, beginning August 2008. The scholarship opportunities relate to enrollees at Wyoming community colleges or the University of Wyoming. One scholarship is offered each year and the second scholarship is offered as funds are available.

Vicki Carroll Memorial - Business Scholarship and ARMA Business Scholarship

Available to: Students currently enrolled in a WYOMING community college or the University of Wyoming in good academic standing who are pursuing a career in office systems/business/records management or a student who is currently a senior in a Wyoming High School with a GPA of 2.5 or higher who will be pursuing a career in business, records and/or information management and will be enrolled as a full time student (minimum of 12 credit hours) at a Wyoming community college or the University of Wyoming in the fall 2008 semester.

Provided by: Wyoming Chapter Association of Records Managers and Administrators

Number of Awards: Three

Value: Tuition only for one semester or \$500 whichever is less.

Selected by: Donor

Information: Applicant must provide a transcript that shows successful completion of at least one 3-credit-hour course in records and/or information management or if you are a high school senior provide transcript showing GPA of 2.5 or higher. If currently enrolled in a records and/or information management course, please provide a statement from the instructor indicating successful completion to that point in the semester. Submit completed application to the college Financial Aid Office by the deadline, April 1 or if you are a high school senior mail completed application postmarked by April 1 to:

**Wyoming Chapter of ARMA
Attn: Education Chair
P.O. Box 474
Cheyenne, WY 82003**

[Application Form](#) is available here to fill out on-line and print to submit to the above address. (Note: You may tab through each field). You will need [Adobe Acrobat](#) Reader to view the form.

For questions regarding these scholarships, please contact:

Barbara Thomasee, Education
Department of Transportation
Phone: 307-777-4494
E-Mail: Barbara.Thomasee@dot.state.wy.us