



## Wyoming Department of Education

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### MEMORANDUM NO. 2009 – 027

**TO:** School District Superintendents

**FROM:** Jim McBride, Ed.D.

**DATE:** Friday 13, 2009

**SUBJECT:** ARMA Scholarship Information

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### INFORMATION TO SHARE

Attached is information regarding scholarships being offered by the Wyoming Chapter of ARMA (Association of Records Managers and Administrators). For additional information, you can access the following website: [www.armawyoming.org](http://www.armawyoming.org), where scholarship applications are available. Please share this with your staff and students.

JM: wk

Attachments: 3



**The Wyoming Chapter of ARMA is offering two scholarships for the forthcoming school year, beginning August 2009. 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**

**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 2009 semester.

**Provided by:** Wyoming Chapter Association of Records Managers and Administrators

**Number of Awards:** One - Vicki Carroll Memorial - Business Scholarship (offered each year); Second - Business Scholarship (offered as funds are available)

**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. Completed applications must be postmarked by the application deadline of April 1 and mailed 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.

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## ARMA International: Who We Are

ARMA International is a not-for-profit association serving more than 10,000 information management professionals in the United States, Canada, and over 30 other nations. ARMA International members include records and information managers, MIS and ADP professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, and educators.

### **Mission**

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

### **Vision**

At ARMA International, we recognize that information is a vital asset of every organization. Our vision is to provide leadership in education, research and networking for the benefit of information professionals.

### **Values**

We, ARMA International, believe . . .

- That our members come first in everything we do
- In respecting each other as equals
- In affording members and staff the opportunity for professional development
- In actively soliciting and welcoming input from others
- That individual contributions are both valued and recognized
- In recognizing members and staff as partners on our team
- In providing the right information to all requests at the right time
- In doing business with respect, integrity, and professionalism