



## Wyoming Department of Education

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### MEMORANDUM NO. 2010-222

**TO:** School District Superintendents  
School Principals

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

**DATE:** December 10, 2010

**SUBJECT:** The Wyoming Chapter of ARMA – Two Scholarships

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**TIME SENSITIVE - INFORMATION TO SHARE**  
**PLEASE NOTE APPLICATION DEADLINE**

I received the attached information from The Wyoming Chapter of ARMA offering scholarship opportunities to Wyoming students. The deadline for materials to be submitted is April 1, 2011.

For information and applications, please contact:  
<http://www.armawyoming.org/ScholarshipARMA.pdf> . Adobe Acrobat is required  
at: <http://www.adobe.com>.

If you need additional information, please contact Debbie Leonard, Education Chair, at [dleon1@wdoc.state.wy.us](mailto:dleon1@wdoc.state.wy.us) or 307-777-1928.

Please share this information with your staff and take advantage of this wonderful opportunity.

JM/wk

Attachment

**The Wyoming Chapter of ARMA is offering two scholarships for the forthcoming school year, beginning August 2011. 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 2010 semester.

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

**Number of Awards:** Two

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

**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** <http://www.armawyoming.org/ScholarshipARMA.pdf> 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 ( <http://www.adobe.com/> )Reader to view the form.

For additional information you can contact Debbie Leonard, Education Chair, at [dleon1@wdoc.state.wy.us](mailto:dleon1@wdoc.state.wy.us) or 307-777-1928.