



ALICE L. HALTOM EDUCATIONAL FUND SCHOLARSHIP APPLICATION

Mission Statement:

The Alice L. Haltom Educational Fund operates exclusively for charitable, literary and educational purposes, specifically in connection with the study, research and dissemination of information in records and information management and related fields. The Fund, organized in 1985, is supported by contributions from various chapters of [ARMA International](#), companies, individuals and other organizations. [ARMA Houston](#) created the Fund to honor Alice L. Haltom, CRM for her untiring efforts to improve the profession of information and records management during her career that spanned more than three decades.

Scholarship Eligibility Information:

Students who are citizens of the United States or Canada and actively pursuing undergraduate and post-graduate degrees related to careers in information and records management.

Application Deadline:

Scholarship applications must be post marked to the Fund by May 1 the year of the funding. Complete the application and mail with required attachments to the address shown on the last page of this form. Notification regarding the award will be sent no later than July 15th.

PERSONAL DATA (Please type or print with ink.)

Name: _____ E-mail: _____

Address: _____ Phone Number: _____

City, State, Zip: _____

I am a citizen of (choose one): United States Canada

How did you find out about the scholarship? _____

Are you an ARMA member? Are you a member of another Professional Association?
If so, please provide the name(s) of the organization (s) below:

OBJECTIVES

School you will be attending next year: _____

Full time: Part time:

City, State, Zip: _____

Declared Major _____ Most Recent Grade Point Average: _____

Degree Program (chose one): Associates Degree ____ Bachelor's Degree ____ Postgraduate Degree ____

Career Objective: _____

EDUCATION (Most recent school first.)

School: _____ Dates attended: _____

Address: _____

City, State, Zip: _____

School: _____ Dates attended: _____

Address: _____

City, State, Zip: _____

Additional educational information for scholarship consideration

WORK EXPERIENCE (Most recent position first and continue on a separate sheet, if necessary.)

Employer name: _____ Full time: ____ Part time: ____

Location (City, State, Country) _____

Brief description of duties _____

Supervisor's name: _____ Phone: _____ Dates of employment _____

Employer name: _____ Full time: ____ Part time: ____

Location (City, State, Country) _____

Brief description of duties _____

Supervisor's name: _____ Phone: _____ Dates of employment _____

Additional employment in records and information management for scholarship consideration

VOLUNTEER EXPERIENCE

Volunteer involvement for scholarship consideration

FINANCIAL NEED (FOR UPCOMING ACADEMIC YEAR ONLY)

Anticipated costs for the **next academic year**: Books _____ Fees _____ Tuition _____

Total estimated expenses (excluding housing) **for the next academic year**: _____

Does your employer provide financial aid? _____

If so, please describe: _____

List all scholarships and grants you have been awarded that will be used **for the upcoming academic year**:

Total aid expected to receive **for the next academic year**: _____

Financial need (**UPCOMING ACADEMIC YEAR ONLY**): _____

EXPRESSED INTEREST IN INFORMATION AND RECORDS MANAGEMENT

Please attach an essay of 200-300 words describing how your educational pursuits will benefit your career in records and information management and how it will support and add value to an organization.

CERTIFICATION STATEMENT

By submitting this application and attachments, I certify that the information provided is complete and accurate to the best of my knowledge. I understand that falsification may result in the revoking of any scholarship granted. If awarded a scholarship, I will provide my United States social security number or Canadian social insurance number and realize that if my grades are not provided to the Fund within sixty (60) days after the school term ends, a Form 1099 for the award proceeds will be sent to the Internal Revenue Service for income tax purposes. I also give my permission to use my name in any public announcement associated with my attainment of an Alice L. Haltom Educational Fund Scholarship.

Applicant's Signature: _____ Date: _____.

Mail completed scholarship application to:

Alice L Haltom Educational Fund, P.O. Box 70530, Houston, TX 77270

Awarded funds will be disbursed by the Fund upon written proof of enrollment in an accredited institution, class schedule, and paid receipts for tuition, fees, books, etc. Funds will be refunded up to the amount of the scholarship award. Grades are to be provided within sixty days (60) after the school term ends and the remaining half of the award will be paid. Internal Revenue Service form 1099 will be issued to the scholarship recipient if grades are not received within the expressed term.

Please keep this page for your reference.

CHECKLIST FOR DOCUMENTS REQUIRED WHEN SUBMITTING APPLICATION

- Completed scholarship application;
- 200-300 word essay describing how your educational pursuits will benefit your career in records and information management and how it will support and add value to an organization;
- Three (3) letters of recommendation from employers, instructors or individuals;
- Copy of most recent school transcript.

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE
CONSIDERED FOR SCHOLARSHIP AWARDS.**

**KEEP ALHEF UP TO DATE ON YOUR CONTACT INFORMATION THROUGHOUT
YOUR ACADEMIC YEAR BY SENDING AN EMAIL TO CONTACT@ALHEF.ORG**

**Announcement of the scholarship award will be sent via e-mail
by July 15th of each year**