



ALICE L. HALTOM EDUCATIONAL FUND SCHOLARSHIP APPLICATION

Mission Statement:

The Alice L. Haltom Educational Fund operates exclusively for charitable, literary and educational purposes, especially in connection with the study, research and dissemination of information, with respect to 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 U.S., Canada or Mexico 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.

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 Mexico Other

School you will be attending next year: _____ Full time: Part time:

City, State, Zip: _____

Declared Major _____ Most Recent Grade Point Average: _____

Degree Program (chosed one): Associates Degree Bachelor's Degree Post-Graduate Degree

Career Objective: _____

EDUCATION (Most recent school first.)

School: _____ Dates attended: _____
Address: _____
City, State, Zip: _____

School: _____ Dates attended: _____
Address: _____
City, State, Zip: _____

School: _____ Dates attended: _____
Address: _____
City, State, Zip: _____

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 _____

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 _____

FINANCIAL NEED

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

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

What additional income is expected? _____ Does your employer provide financial aid? _____

If so, please describe: _____

Total aid/income expected to receive for the next academic year: _____ Financial need: _____

EXPRESSED INTEREST IN INFORMATION AND RECORDS MANAGEMENT

Please attach an essay of 300 words or less describing your career-related interest in information and records management.

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 social security 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 IRS 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. Receipts for tuition, fees, books, etc. up to the amount of the scholarship award, will be presented by the recipient to the Executive Director of the Funds as soon as the receipts are available. Grades will be provided within sixty days (60) after the school term ends or an IRS form 1099 will be issued to the scholarship recipient.

CHECKLIST FOR DOCUMENTS REQUIRED WHEN SUBMITTING APPLICATION

- Completed scholarship application;**
- 300 word or less essay relating to career-interest in information and records management fields;**
- Three (3) letters of recommendation from employers, instructors or individuals;**
- Copy of most recent official 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**