



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: SCHOLARSHIP POLICY

- I. **STATEMENT** –This administrative policy is written to provide a guideline for the Executive Committee to consider, on an annual basis, offering a scholarship(s) for attendance at the New Hampshire Government Finance Officers Association (NH GFOA)’s Annual Conference and/or the New England States GFOA or National GFOA Conferences.

This policy has been adopted in conjunction with NHGFOA’s commitment to promoting professionalism and excellence in government financial management by promoting education and networking.

II. **BACKGROUND**

The Executive Committee has continually sought ways to increase involvement in the NHGFOA and attendance at the annual conference. The Executive Committee recognizes the economic pressures that are affecting many New Hampshire municipalities and, especially in smaller towns, the ability to budget for the cost of sending a finance official to the annual conference is limited. While it is not the intent of this policy to supplant a community’s budget, it is to provide an opportunity for a finance official, who would not otherwise attend the annual conference due to the community’s financial constraints, to benefit from the educational and networking opportunities afforded to conference attendees.

III. **PROCEDURE**

The Executive Committee will, on an annual basis, review the status of the Treasury and determine the number of annual conference scholarships, if any, that will be offered for the NHGFOA Spring conference. It is anticipated that as long as the Executive Committee maintains an adequate fund balance in accordance with the NHGFOA Fund Balance Policy, that a minimum of one (1) scholarship will be awarded each year for the NHGFOA Spring Conference. Other scholarships, such as for the NESGFOA Fall Conference or National GFOA Annual Conference, will be considered each year as funds allow.

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The Executive Committee, through a formal application process, has set forth criteria to be considered in selecting a scholarship recipient. One application per Town/City will be accepted. The criteria and scoring format is as follows:

- 1) The applicant must be a current regular member of the NHGFOA;
- 2) The applicant's role in the community as the primary finance official – 30 points;
- 3) The applicant's inability to attend previous annual conferences due to the community's budgetary constraints – 20 points;
- 4) The applicant's regular attendance at other NHGFOA meetings and networking functions throughout the year – 20 points;
- 5) The applicant's interest and participation in educational opportunities (i.e. LGC trainings, etc) – 10 points;
- 6) The applicant's membership in other organizations (NHMMA, ASBO, etc) – 10 points;
- 7) The length of time the applicant has been an active NHGFOA/NESGFOA member - 10 points.

The application period for scholarships for the NHGFOA Annual Meeting held in May each year will open December 1 and close January 31. The Executive Committee will review the applications and, if necessary, meet with the finalists for the scholarship. The final decision will be made by the Executive Committee at their April monthly meeting.

If additional scholarship opportunities are approved by the Executive Committee for the NESGFOA or National GFOA Conference, those applications and associated timelines will be established by the Executive Committee and distributed to the membership at that time.

It is the intent of the NHGFOA to review this policy annually and update as necessary.

Adopted November 5, 2009, Reviewed January 9, 2014.