

Colorado State Investigators' Association

Scholarship Committee Guidelines/Policies

The Colorado State Investigators' Association ("CSIA" or the "Association") Scholarship Committee (the "Committee") shall consist of at least three members of the Association, preferably one of which is an elected board member. The Committee shall meet, "as needed" at a location and time to be decided by Committee members with consideration to the need to expedite any and all requests for scholarships submitted.

The following shall serve as general guidelines for the actions of the Committee. "Special circumstances" as used herein shall mean any circumstances out of the ordinary and shall be presented to the CSIA Executive Board for exceptions to these guidelines.

All Applications shall be submitted on forms provided by the Association for that purpose.

The CSIA Board will set a proposed budget for scholarships at the first general membership meeting for that calendar year. Should those funds be expended prior to the end of the year, then the Board may add an additional amount to the budget with the approval of the majority in attendance at any general membership meeting.

1. Applicants for scholarships must have been a member in good standing of the Association for a period of at least six (6) calendar months prior to submission of an application. Any member requesting a scholarship must have attended a general membership meeting during the past 6 months so as to ensure that those receiving scholarships participate in the Association. The Committee may consider extenuating or other special circumstances for applicants who serve in locations so far outside of the Denver Metro area as to create a hardship for meeting attendance.
2. All applications shall be given equal consideration with the sole exception that scholarship applications for CSIA-sponsored training shall be given priority consideration. Additionally, any member who has applied for a scholarship and has not received one in the past shall have priority over any other member who has received a scholarship during the past 3 years.
3. Applications should delineate contributions by the applicant's agency or other sources that have been arranged or are available prior to the submission of the application.
4. Absent special circumstances, maximum grant of CSIA scholarship funds shall not exceed \$750 per application. The amount of the granted scholarship funds shall be at the sole discretion of the Committee (or the Association Executive Board if requested by the Committee), but generally shall be for no more than 75 percent of the amount deemed necessary for attendance at the requested training/seminar. The scholarships should be for the cost of training and will not include other costs including but not limited to lodging, food and travel. The Board will have the option of covering other costs with the approval of CSIA members in attendance at a

general membership meeting.

5. The general policy of the Association shall be to pay scholarship funds **only** after satisfactory completion of the approved training/seminar. Exigent or other special circumstances may, at the discretion of the Committee or the Executive Board, result in other payment arrangements. The member shall provide the Committee and Executive Board with a copy of the official documentation (certificate) confirming that the training was successfully completed.
6. The total amount of scholarship funds that can be paid to any member during a 2-year period of time is \$750 (generally meaning that members may apply for scholarships only once every 2 years).
7. Notification regarding decisions on any scholarship application shall be made to the applicant, in writing if requested by the applicant, as soon as is practicable after the committee renders a decision.

(Revised 8/28/13)