

South Florida Government Finance Officers Association

SCHOLARSHIP ASSISTANCE PROGRAM

Purpose: The purpose of the Scholarship Assistance Program is to encourage and help eligible members of the South Florida Government Finance Officers Association (“the Chapter”) obtain their professional designation including the Florida Government Finance Officers Association (FGFOA) Certified Government Finance Officer (CGFO) designation as well as promote and facilitate the development of those who are relatively new to the government finance profession by awarding scholarships to attend annual conferences and to attend the FGFOA School of Government Finance. The Chapter will support members by reimbursing them for certain costs incurred subject to the program specifications and requirements as set forth below. Funds will be awarded on a “first come, first served” basis and all awards are subject to annual appropriation.

The Chapter is offering eligible members reimbursement for the following scholarship options:

- A) Certified Government Finance Officer (CGFO) designation
- B) FGFOA Annual Conference
- C) School of Governmental Finance

A) Certified Government Finance Officer (CGFO) designation:

- 1) Full Award Track, 3-Year Commitment by Chapter: Under the FGFOA’s program, CGFO candidates have five years to obtain the designation upon acceptance to the CGFO program. Under the Chapter’s Full Award Track program, up to five eligible Chapter members annually will each be awarded a financial commitment by the Chapter to support his or her successful completion of the CGFO program within three years. The Chapter members awarded the Full Award Track under the program will have the assurance that the Chapter will be there with them every step of the way as they work toward obtaining the CGFO designation.
- 2) Annual Award: The Chapter will reimburse eligible Chapter members for application and testing fees incurred in conjunction with the CGFO program. This program is intended to help members who were accepted to the CGFO program in past years and have been steadily working toward their designation. Additionally, members seeking the CGFO designation who weren’t able to get into the Full Award Track program can seek reimbursement for application and testing fees incurred.

The Chapter’s Scholarship program is a reimbursement-based program, and no funds will be advanced to eligible members. Please see the FGFOA’s website at www.fgfoa.org for complete information about the CGFO program, admission requirements, and policies and procedures.

Full Award Track, 3-Year Commitment by Chapter:

- The Chapter is making a sustained commitment to up to five of its members to obtain their CGFO designations within a three-year period, subject to the requirements as stated herein.
- A member must first apply for and be accepted by the FGFOA into the CGFO program.
- Once accepted into the CGFO program, the member can then apply to the Chapter for assistance under the Full Award Track program.
- Once the member is approved for a Full Award under the Full Award Track program, he/she has three years to complete the CGFO designation or forfeit further reimbursement by the Chapter. However, to maintain eligibility under the Chapter’s Full Award program, the member must show annual progress toward getting the designation by taking at least one exam part each year.
- Expenses that are covered: The Chapter will reimburse the candidate for the CGFO program application fee which is \$50. The Chapter will also reimburse the candidate for the cost of testing for the five parts

of the CGFO exam, up to \$150 per member. The sitting fee for each part of the 5-part exam is \$30. Further, the Chapter realizes that, despite best efforts, a member may not pass a given section of the exam upon first attempt. Therefore, under this program, the candidate may be awarded no more than two additional attempts to pass any of the parts of the exam (maximum of \$60) as long as the exam retakes are completed within the 3-year period to complete the CGFO designation. Any further costs beyond this for re-taking an exam, however, shall be borne by the member.

- Expenses that are not covered: The Chapter's Scholarship program does not cover any expenses incurred by members to travel to a location to take an exam. The program does not cover any expenses incurred by members to take review courses which are held once each year in November during the week of the FGFOA's School of Governmental Finance.
- The Chapter's commitment to a candidate ends three years from the date of acceptance by the Chapter into the program. The award to a candidate is non-transferable.

Annual Award:

The Chapter realizes that some of its members may already be accepted into the CGFO program, and are in the process of testing. While the Chapter will not retroactively reimburse members for any application fees or sitting fees already incurred by members prior to January 1, 2015, the Chapter will reimburse members for future application and test fees incurred.

Further, the Chapter realizes that some members may be accepted into the CGFO program but not into the Chapter's Full Award Track because there are no more available slots. The Chapter will reimburse these members for application fees and test fees incurred subject to the requirements of the Annual Award program and subject to funding availability.

The Chapter will reimburse a member for the CGFO Program application fee of \$50 provided the member paid for the application fee in 2015 and the FGFOA approved your application in 2015.

Reimbursement of the \$30 test fee is limited to one time per each part of the exam, per member. For example, you can test for one part in the spring 2015, and two different parts in the fall 2015, and submit for reimbursement for all three parts. However, if you test for the Accounting & Financial Reporting part in the spring and didn't pass and then test again in the fall, the Chapter will only reimburse you once for taking this part of the exam in 2015. Under the Annual Award program, you can qualify for reimbursement for one specific part of the exam only once.

Eligibility Requirements for CGFO designation scholarship:

- Must be an Active Member of the Chapter in good standing for at least one year with an active membership paid in full
- Must have attended at least two meetings in the last 12 months prior to application date, excluding the holiday event.
- Employed full-time by a government located in Broward or Miami-Dade Counties for at least one year
- Have less than five years of government experience.
- Provide resume.
- Accepted into the FGFOA's CGFO Program.
- Full Award Track Members: Must remain a member of the Chapter throughout the 3-year period and attend at least two Chapter bi-monthly meetings each year in order to retain eligibility.
- Must provide one letter of recommendation from an active chapter member.
- Must provide a brief personal statement that describes your commitment to the field of government finance and why you should be selected for the award.

B) Conference Scholarship for FGFOA Annual Conference:

FGFOA Annual Conference: two (2) annual awards for members with less than five years of government experience. Max \$875 per award. Reimbursement shall be for registration, travel and housing.

C) Conference Scholarship for FGFOA School of Government Finance:

FGFOA School of Government Finance: two (2) annual awards for members with less than five years of government experience. Max \$875 per award. Reimbursement shall be for registration, travel and housing.

Eligibility Requirements for FGFOA Conference or School of Government Finance scholarship:

- Must be an Active Member of the Chapter in good standing for at least one year with an active membership paid in full
- Must have attended at least two meetings in the last 12 months prior to application date, excluding the holiday event.
- Employed full-time by a government located in Broward or Miami-Dade Counties for at least one year
- Have less than five years of government experience.
- Provide resume.
- Must provide one letter of recommendation from an active chapter member.
- Must provide a brief personal statement that describes your commitment to the field of government finance and why you should be selected for the award.

Reimbursement Procedure:

The Chapter will reimburse members for eligible costs under the Scholarship program upon presentation of the following as a package:

- 1) Submittal of a Reimbursement Request to the Chapter Treasurer.
- 2) Copy of a cancelled check, credit card receipt or other proof of payment.
- 3) Copy of Registration form for the Conference.
- 4) Copy of Hotel folio.
- 5) Copy of travel related receipts and/or documents showing proof of travel and payment.

The Chapter will contact the FGFOA for additional confirmation related to a reimbursement request if necessary.

Application Procedure:

Complete and submit the Scholarship Application Form with the appropriate documents for consideration.

SCHOLARSHIP ASSISTANCE PROGRAM APPLICATION FORM

Name: _____ Title: _____
Employer: _____ Address: _____
City, State, Zip Code: _____ Business Phone: _____
Email Address: _____

- 1) Scholarship option applied for:
 A) Certified Government Finance Officer (CGFO) designation
 B) FGFOA Annual Conference
 C) School of Governmental Finance
- 2) How long have you been an Active Member of the South Florida Government Finance Officers Association? _____
- 3) Years of Government experience? _____
- 4) Please list the dates of at least two chapter meetings you attended in the last 12 months (excluding the holiday event).

- 5) Please check and make sure you have provided the following:
 Application
 Resume
 Letter of Recommendation
 Personal Statement
- 6) All applicants must sign and date their application below. In so signing, you are stating that all information provided is accurate and complete.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

Year applied: _____ Reimbursement Amount: _____ Date: _____
Check Number: _____ Board Member Authorization: _____ Date: _____