



ARMA INTERNATIONAL
**EDUCATIONAL
FOUNDATION**

RESEARCH · EDUCATION · SCHOLARSHIP

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FOUNDATION HIGHLIGHTS

The ARMA International Educational Foundation (AIEF), a non-profit organization dedicated to funding research and education in the records and information management field, is dependent on its endowment fund. All initiatives funded by the AIEF Endowment come from the interest proceeds of the endowment contributions of individual records and information management professionals, ARMA Chapters and vendor partners who recognize the importance this work.

INVEST IN YOUR FUTURE WITH THE FOUNDATION'S 5/100 PROGRAM

How committed are you to the records management profession? Are you committed enough to invest in new research that improves the body of knowledge? Are you committed enough to engage yourself in working to improve best practices in the profession? Are you committed to developing the next generation of records and information managers? Then commit yourself to the ARMA International Educational Foundation by becoming a part of the 5/100 Program.

The Foundation's 5/100 program is a five-year commitment to donate \$100 per year to help build the Foundation's endowment. A significant portion of the Educational Foundation's endowment comes from 5/100 donors who have been contributing since the inception of the 5/100 program in 2002. The Educational Foundation is working toward a goal of two million dollars in its endowment so that earnings from the endowment can provide more scholarships, fund more research studies and provide more grants to ARMA chapters to improve the body of professional knowledge in the industry. If you would like to become a part of this exciting work, come to the ARMA International Educational Foundation's website and commit yourself to helping build a bright future for the profession of records and information management.

Here is the link: <http://www.armaedfoundation.org/fiveOneHundred.html>



BRUCE DEARSTYNE DONATES AUTHOR ROYALTIES TO FOUNDATION

Records and information management author Bruce Dearstyne has donated the author royalties from his most recent book, "Leading and Managing Archives and Records Programs," published by Neal-Schuman. The royalties donated by Bruce total almost \$800 so far.

Susan Whitmire, Chairman of the ARMA International Educational Foundation said in a letter to Dearstyne, "You were there at the beginning and remain committed to this very day. I want to thank you personally, on behalf of the members of the current Board of Trustees and on behalf of the literally thousands of individuals around the world who are now benefiting from our research reports and other initiatives.

Bruce Dearstyne prepared and donated the "Research and Development Framework" in the infancy of the Educational Foundation. This framework remains the guiding document for ARMA International Educational Foundation research initiatives.

"Bruce, your continued support all these years means a great deal to your colleagues who serve now and who have served in the past as Foundation Trustees. News of the royalty check "made our day", Whitmire said.

When asked to provide a bit of background on this initiative to benefit the AIEF, Bruce Dearstyne offered the following: "Preston Shimer asked me for some background about the dedication of royalties from the book I edited, *Leading and Managing Archives and Records Programs: Strategies For Success*, published in 2008 by Neal-Schuman Publishers. The twelve authors who wrote essays for the book and I decided to forego royalties, and, instead, to direct half to the ARMA International Educational Foundation and half to the Society of American Archivists' Foundation.

"I proposed this arrangement to the publisher and to the authors, who include some of the most senior leaders in the records management field, and they all enthusiastically agreed. I think we all felt the same thing: this is a small but significant opportunity to give back and to support our profession. In the case of AIEF, we were particularly pleased to dedicate funds that will support grants and scholarships to support young people who are entering the field (and who, in effect, comprise part of its future) and original research (which enriches and strengthens our field). I was privileged to be on the AIEF Board when it the Foundation was getting started some years ago and have been particularly interested in the research agenda and the research projects that have been supported. The reports from those projects shed light on a number of the most significant issues in our field.

"Professional fields like ours depend on us, their members, in order to grow, prosper, attract new members, develop the standards, guidelines, and training we all need, and to rise in visibility and influence. Writing article and books, serving on task forces and boards of directors, doing work in regional chapters, presenting papers at annual meetings – all



help to elevate and propel the profession. In turn, we take pride in being part of a dynamic, respected profession and in self-identifying as one of its members and practitioners. The book, *Leading and Managing Archives and Records Programs*, which embodies advice and wisdom from some of the most successful leaders in the field, was intended to share insights that will be helpful to others. Dedicating the royalties, we all felt, would be another way of adding to the legacy and would constitute a symbolic investment in the future.”

ARMA INTERNATIONAL EDUCATIONAL FOUNDATION CELEBRATES ITS 10TH ANNIVERSARY

The ARMA International Educational Foundation (AIEF), incorporated on August 11, 1997, received its 501(C)(3) tax-exempt status in January 1998, making it now ten years old.

The concept of the AIEF developed as a way to better meet the needs of members, chapters and the profession than its predecessor, the ARMA Education and Scholarship Fund. This fund was the source of the AIEF's initial seed money. Over these past ten years, donations have been received from a variety of sources, which include many ARMA chapters as well as hundreds of ARMA members. These contributions have helped to build the endowment financial base that exists today.

ARMA International continues to be a close ally of the Foundation by publicizing its activities and accomplishments and helping to defray its administrative and operating costs. In addition, ARMA has made significant contributions to the endowment core funds. In 2008 ARMA International and the Foundation signed a memorandum of understanding (MOU) that solidifies the mutual commitment between both entities and clarifies the ways in which they interact.

Today the AIEF is a funding resource for both individual scholarships/grants and for educational and research initiatives that promote the advancement of information managers and the information management profession. Beginning in 2006, the AIEF started awarding scholarships to individuals for graduate-level records and information management studies. In just 3 years, the Foundation has awarded seven \$3,000 scholarships to recipients in North America, Europe and Africa.

The Foundation is in the process of expanding its scholarship program to provide a tax-deductible clearinghouse for chapter scholarship funds. Today, local ARMA chapters are not-for-profit, rather than non-profit organizations. Donations to chapter scholarship funds are not currently tax deductible. However, once this new feature is finalized, ARMA chapters and/or individuals will be able to deposit or add to specific scholarship funds with the AIEF, draw on those funds when they choose, and the contributions will qualify as deductible for US federal income tax purposes. This process also ensures that funds will always be available for chapter scholarships.



In 2003 the AIEF began funding at least two independent research projects each year in areas of current concern and interest. Reports and white papers summarizing the results of each research project have become invaluable sources for objective and unbiased information, analyses, recommendations, and practical tools about issues facing information management professionals today. Eleven reports have been published so far, and are available for download free of charge from the Foundation's website at <http://www.armaedfoundation.org/index.html>.

Donations to support the work of the Foundation continue to come in from an ever-widening spectrum of sources including memorial gifts and honoraria, speaker recognition gifts, chapter raffles, assignment of royalties, planned giving and the ever-popular silent auction at the ARMA International annual conference. To find out more about helping to support what the AIEF does, visit the Foundation's web site and review the options listed along the left side of the page under the heading, "Pledges and Gifts".



ARMA INTERNATIONAL EDUCATIONAL FOUNDATION (AIEF) 2009 GRADUATE LEVEL SCHOLARSHIP APPLICATION PROCESS OPEN

The ARMA International Educational Foundation (AIEF) has established a scholarship program to encourage development of the international records and information management community with an appropriately educated records and information management workforce.

GRADUATE LEVEL SCHOLARSHIP

A Scholarship of \$3000 will be awarded annually, in the summer, to a full-time student entering the second year of a graduate records and information management program or equivalent library science or archival studies program which contains a significant number of records management and information courses at a recognized university or a college leading to a Masters degree or equivalent.

Eligibility and Application Process

Any student enrolled in a recognized graduate program who:

1. Provides evidence of the intention to continue with the second year of such a program;
2. Submits an outline of the courses and related papers completed in the first year;
3. Submits evidence of being a member in good standing of ARMA International or another nationally or internationally recognized information management association;
4. Provides evidence of having attained a grade average of 80% or a B average or higher in the first year of their graduate degree program as indicated by the submission of an official transcript;



5. Prepares a 1000 or more word research essay which thoroughly explores an aspect of records and information management studies. If deemed appropriate by the AIEF, further agrees to allow the AIEF to publish the essay;
6. Agrees to the terms and conditions of the Scholarship;
7. Submits one hard copy of a letter of application, the documentation indicated above and three letters of reference from individuals able to comment on the applicant's academic performance, involvement or interest in the records and information management community and leadership abilities;
8. Applications are due by the end of June of 2009 and are to be submitted to:
Preston W. Shimer, FAI
Foundation Administrator
ARMA International Educational Foundation
1609 Terrie Drive
Pittsburgh PA 15241 USA

For further information, visit the Foundation Website
http://www.armaedfoundation.org/grants_scholarships.html

Adjudication

The applications will be adjudicated by a committee of three Trustees of the AIEF, a member of the Board of Directors, ARMA International, and one non- Board or Trustee member drawn from the academic community. In addition, at least one member shall be a records or information management professional residing outside of the United States. A majority of the members voting for one applicant will be needed for the award to be made.

The scholarship will be announced on the AIEF Web site and at the 2009 ARMA International Conference following the determination of the award.

If, in the opinion of the adjudication committee, no applications received in a given year warrant an award, none will be given in that year. At this time a maximum of one scholarship will be awarded in any given year.

Payment

Payment will be made in two equal installments, at the beginning of each education term. Each check will be sent to the collegiate institution to which the successful applicant is attending within 15 days of receipt of a letter from the head of the relevant studies program indicating that the student has commenced full-time studies. Failure to submit such letters within 30 days of beginning of each term will result in the forfeiture of the scholarship.

Records

All records relating to the adjudication, except the name and address of the recipient and the student essay, are destroyed one year after the final payment is issued.



OTHER SCHOLARSHIPS, FELLOWSHIPS, AWARDS, AND PRIZES

From time to time and due to a variety of circumstances including untimely or tragic death, planned giving or regular or one time donations, the AIEF may create scholarships, awards, or prizes which are suitable to the circumstances. These may be of varying duration depending on the level of funding and may be through the AIEF or in partnership with others, including, but not limited to records and information management education programs, and records and information management institutions, organizations and associations.

FUNDING

The AIEF will seek funding to support its scholarships, fellowships, awards and prizes as they are developed. The Foundation will establish a specific budgetary process to document such funding.

Funding will be sought from:

1. ARMA International donations
2. ARMA Chapter donations
3. Raffles and Drawings at Chapter functions and the annual ARMA International Conferences
4. Corporate donations
5. Memorial giving
6. Living wills
7. Partnerships
8. Other resources as appropriate

For additional information, contact:

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