

DATE: August 25, 2017
TO: Members of the SC Municipal Human Resources Association
FROM: 2016-2017 MHRA Board of Directors
SUBJECT: 2017 MHRA Scholarship Program

The South Carolina Municipal Human Resources Association announces the 13th annual MHRA Scholarship Program.

Each year, the board of directors awards a scholarship valued at \$500 to an eligible MHRA member. The board will announce the recipient at the Annual Meeting in November.

***Purpose:** The scholarship program provides an eligible MHRA member the opportunity to further his/her professional development by attending human resources-related meetings, conferences, seminars or approved certification programs.*

Application Criteria:

- 1) A candidate must
 - be a current member of the South Carolina Municipal Human Resources Association,
 - have been an active member of the South Carolina MHRA for the last two years, and
 - not be a current MHRA board member.
- 2) A job description outlining the candidate's human resources-related responsibilities must accompany the scholarship application.
- 3) The board will only consider completed applications signed by the candidate and his/her agency head.
- 4) The recipient may use scholarship funds for the following:
 - Attendance at the 2018 MHRA Spring Meeting or Annual Meeting
 - Attendance at the South Carolina SHRM or National SHRM Conference
 - Attendance at a human resources professional development conference or seminar to be held in the state of South Carolina
 - Attendance at a PHR or SPHR certification training program
 - Exam fees for PHR or SPHR certification

- 5) The \$500 award will apply toward the following approved expenditures, in the priority listed below:
1. Conference/seminar registration fee. MHRA will reimburse the participant's agency.
 2. Hotel (base rate plus taxes). Additional costs will be the recipient's responsibility. MHRA will reimburse the participant's agency.
 3. Meals and travel. The balance of the \$500 may be applied towards the travel (per diem) and meal expenses upon paid receipts. MHRA will reimburse the participant's agency.
 4. Approved certification courses will be reimbursed upon MHRA receiving a paid receipt.
 5. Learning tools/exam preparation materials will be reimbursed upon MHRA receiving a paid receipt.
 6. If the recipient does not use the full award (\$500), MHRA will retain the balance.
- 6) The recipient must use the scholarship money within one year of receiving the award.

Applications must be postmarked by Wednesday, October 25, 2017.

2017 Scholarship Application
for
SC Municipal Human Resources Association

⌘ Note: You must be a current SCMHR member to receive a scholarship. ⌘

Name: _____

Information About Present Position

Municipality: _____

Address: _____

Business phone: _____

Title or position: _____

Description of present duties
(Attach a job description): _____

Number of years employed in municipal government work: _____

Number of years you have been a member of SCMHR (must be a member for at least
two years to be eligible): _____

Benefits Expected

What benefits do you
hope to derive from
attending a conference
relating to human
resources?

How will this
experience enhance
your professional
development?

Over ↵

Statement of need:

List conference you plan to attend:

Commitment

If given the scholarship, I plan to attend a human resources conference in the state of South Carolina as indicated above.

Applicant's Signature:

Date:

I will fully support the time commitment required under this program. (Must be signed by your manager, administrator or mayor.)

Employer's signature:

Date:

Title:

General Information

- Applicant must be a current SCMhra member and have been a member for at least 2 years.
- An applicant's job duties must be related to human resources activities.
- The scholarship recipient must attend a conference relating to human resources in the state of South Carolina.
- The applicant's municipality must be fully supportive of the financial and time commitment required to attend the training.
- One \$500 scholarship will be awarded. If the scholarship recipient chooses to attend conferences hosted by MHRA, his/her registration and room expenses will be reimbursed to his/her municipality, up to \$500. The MHRA board will reimburse the recipient's agency up to \$500 for conferences attended other than the 2017 MHRA Spring Meeting or Annual Meeting.

Mail to:

**MHRA Scholarship
PO Box 12109
Columbia, SC 29211
Attention: Sara Johnson**

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