



September 26, 2023

NOTICE OF *MARK WILLIAMS* SCHOLARSHIP OPPORTUNITY

Dear Student:

The National Contract Management Association (NCMA), founded in 1959, is the world's leading professional resource for those in the field of contract management. The organization, which has over 22,000 members, is dedicated to the professional growth and educational advancement of procurement and acquisition personnel worldwide. NCMA strives to serve and inform the profession it represents and to offer opportunities for the open exchange of ideas in neutral forums. Visit the national website at www.ncmahq.org for more information about NCMA and the procurement profession.

The East Tennessee Chapter of NCMA advances educational goals by encouraging both students and institutions to promote interest and concentrations in business, procurement, and/or acquisition fields. This year the East Tennessee Chapter expects to award a \$2,000 scholarship to a deserving undergraduate or graduate student for the Fall Semester of 2024 and sponsor a one-year membership in NCMA.

The scholarship and one-year membership will be awarded to an individual who, in the view of the Scholarship Committee, best meets the scholarship criteria outlined in the attached information. In addition, the recipient will participate in the East Tennessee Chapter during the August 2024 – May 2025 program year. Opportunities include monthly membership meetings and training, service in a leadership position as a committee co-chair, and performance of remote tasks in support of organizational goals.

The scholarship application and guidelines are enclosed. This information can also be found on the Chapter website at www.ncmaet.com. The application form and supporting documentation must be returned by **March 31, 2024**.

The award recipient will be notified by email. The recipient will also be expected to attend the Member Appreciation and Scholarship luncheon where the award will be presented.

Your interest is greatly appreciated. Should you have any questions, please contact the Scholarship Committee by e-mail at Scholarship.NCMAET@gmail.com.

Sincerely,

Greta Ownby & Brian Givens
Scholarship Committee
NCMA - East Tennessee Chapter

Enclosures

APPLICATION AND GUIDELINES

Scholarship Criteria: The East Tennessee Chapter of the National Contract Management Association (NCMA) will award a \$2,000 scholarship and sponsor a one-year NCMA membership to assist an undergraduate or graduate student pursuing a major field of study in business, and/or procurement and acquisitions. Applicants must meet the following criteria:

1. Must be a registered, full-time college undergraduate student or graduate student in good standing.
2. Attend college in the state of Tennessee during the school year 2023 – 2024, majoring in procurement and acquisitions or any business-related field. Consideration will also be given to individuals with a business-related minor.
3. Have a cumulative Grade Point Average of 2.7 or higher on a 4.0 scale

Application Requirements: Students must submit the following via email to the contact below:

NCMA East Tennessee Chapter Scholarship Committee

Email: Scholarship.NCMAET@gmail.com

1. A Completed application form (attached).
2. An essay telling us about yourself; your view relevant to procurement/acquisition as a major factor in business and how this appeals to your interest; your understanding of the professional applications of contract management; and how you will contribute to the East Tennessee NCMA chapter if awarded a one year membership.
3. A copy of your college transcript.
4. Two letters of recommendation; one must be from a school official/professor.
5. Any additional information that may help us become better acquainted with you.

The deadline for Application packages is March 31, 2024.

Review & Notification: The following describes the timeline for receipt of applications, the selection process, and award of scholarships:

1. The Scholarship Committee will review applications and essays using a point scoring rating system and make recommendations to the Board of Directors.
2. The Board of Directors, which has the final authority, will select the scholarship recipient.
3. Recipient will be notified following selection by the Board of Directors.
4. The award recipient will be announced to the Chapter followed by a public announcement at the Member Appreciation and Scholarship Luncheon.

NATIONAL CONTRACT MANAGEMENT ASSOCIATION
EAST TENNESSEE CHAPTER
MARK WILLIAMS SCHOLARSHIP FUND APPLICATION

Name: _____ Date: _____

First M.I. Last

Address: _____ Apt. _____

No. _____

City: _____ State: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____ E-mail: _____

Single _____ Married _____ No. of Dependents: _____

College/University attending in Fall 2022: _____

Address: _____

Major: _____ GPA: _____ of _____

Occupation/Provider(s) _____ Occupation: _____

Employer: _____ Contact: _____

Address: _____ Phone: _____

Please indicate household income range:

<\$30,000 \$30,001-\$60,000 \$60,001-\$90,000 Over \$90,000

Other scholarships/grants you have received: _____

How is tuition being paid? Self: Parent: Self and Parent: Other:

Extracurricular _____ Activities/Organizations: _____

Career _____ Objective/Interests: _____

Hobbies/Activities: _____

How did you learn about the scholarship?

I hereby release the NCMA, its chapters and affiliates, and my school of any liability associated with the use of information obtained in connection with the application for this scholarship. Further, I expressly grant the East Tennessee NCMA Chapter authority to use general information for press release purposes in announcing the recipients of the scholarships.

Signature _____ Date:

Parent _____ Signature _____ Date:

Parent Signature only required if student is under 18 years of age