

Dear Great City Chief Financial Officers,

We are excited about the upcoming Council of the Great City Schools Chief Financial Officer (CFO) Conference in Austin, Texas (Nov. 12-15).

We are also pleased to be presenting the third annual **Arthur Hanby Chief Procurement Officer Memorial Scholarship**, which will be presented to two select winners selected by our panel of judges. Do you know someone at your district who deserves this award which is presented for dedication to K-12 and going above and beyond in the pursuit of procurement excellence? These were some of the tenets by which Art lived his life and we are proud to present the scholarships in his honor.

**Nominate Your Strategic
Procurement Professional**
[Submit Application](#)

Please take a moment now to [nominate a strategic procurement professional](#) from within your school or district. All submissions must be received by Friday, September 6, 2019.

→ **Goal of the Scholarship**

To elevate the role of Procurement Officers within CGCS Districts and expose more CPO professionals to their peer network through attendance at the CFO meeting.

→ **Who Should be Nominated?**

Chief Procurement Officers or other Strategic Procurement Leaders.

→ **Who Should Submit?**

Scholarship nominations should be completed by the attending Districts' CFO, Chief Business Officer or Chief Operations Officer, depending on organizational structure and oversight of the Office of Procurement Services (and remember, the deadline is Friday, September 6).

Each scholarship winner will get to attend the annual conference at no cost and will receive a scholarship of up to \$2,000 to include travel, airfare, hotel, meals and incidental expenses.

We do hope you are able to [nominate a worthy recipient](#) at your school. The **Arthur Hanby Chief Procurement Officer Memorial Scholarship** is brought to you by The Council of the Great City Schools in collaboration with [E&I Cooperative Services](#).

Best regards,

Bob Carlson

Director of Management Services
Council of the Great City Schools

The Arthur Hanby Chief Procurement Officer Memorial Scholarship 2019

Scholarship Overview

E&I Cooperative Services is sponsoring a scholarship for two new Chief Procurement Officer attendees to participate in the 2019 Council of the Great City Schools Chief Financial Officer (CFO) Meetings (November 2019).

The scholarship's formal name is: The Arthur Hanby Chief Procurement Officer Memorial Scholarship

Each scholarship winner will receive a scholarship of up to \$2,000* to include travel, airfare, hotel, meals and incidental expenses.

*NOTE: * Winners will be required to submit an expense report along with valid receipts and documentation as appropriate. The scholarship will be distributed as a check up to the value of \$2,000.*

→ Who Should Submit?

Scholarship nominations should be completed by the attending district's CFO, Chief Business Officer, Chief Operations Officer, or Superintendent depending on organization chart and oversight of the Office of Procurement Services.

→ Goal

To elevate the role of Procurement Officers within CGCS Districts and expose more CPO professionals to their peer network through attendance at the CFO meeting. E&I supports the mission to raise the profile and strategic involvement of the Chief Procurement Officer within a district and to involve the CPO in cabinet-level strategic planning. Participation in the CFO meeting will allow new attendees to enhance their professional development and share best practices with their council peers.

→ **Who Should be Nominated?**

Chief Procurement Officers or other Strategic Procurement Leaders.

→ **Critical Dates**

Friday, September 13, 2019: Last day application packets may be mailed or e-mailed to the Council's office. Packets not date marked by this date will not be considered. Packets should be sent to the following:

Council of the Great City Schools
1331 Pennsylvania Avenue, NW
Suite 1100N
Washington, DC 20004
ATTN: Michell Yorkman, Award Applications
Application for Arthur Hanby Memorial Scholarship

or

myorkman@cgcs.org

NOTE: Nominations submitted electronically must use the subject line 'Application for Arthur Hanby Memorial Scholarship' in the e-mail.

October 11, 2019: Distinguished panel will select the nominees during or prior to the week ending October 11, 2019. Scholarship winners will be notified by October 18.

November 12-15, 2019: The Arthur Hanby Chief Procurement Officer Memorial Scholarship Award Winner will be announced and honored at the Evening Social during the Chief Financial Officer's conference, to take place November 12-15, 2019 at the Omni Hotel in Austin, Texas.

CGCS and E&I Cooperative Services will nominate a distinguished panel to review applications and select winning recipients.

Dr. Bob Carlson at CGCS will participate in the review as a facilitator only and will not nominate a selection. Sue Peters at E&I Cooperative Services will also participate in the review as a facilitator only and will not nominate a selection.

→ **Application Requirements**

Application format to include:

- Nominee and sponsor contact information
 - Purchasing credentials – Why are you nominating this candidate for the scholarship?
 - Summary of top two challenges facing the procurement operation at your district
 - Identify any best practice strategies used to address these issues
 - What one resource could benefit your procurement operations to allow the CPO to produce greater results and efficiencies?
 - Is your district using data or a formal spend analysis program to drive your procurement best practices?
 - Leave open space for other considerations
-

The Arthur Hanby Chief Procurement Officer Memorial Scholarship 2019

NOMINATION FORM

NOMINEE PROFILE	
Name:	
Title:	
School or District:	
Work Address:	
Telephone: (Work)	(Mobile)
E-mail:	
Web Site:	
Name of Nominating Officer: <i>(* Must be a CFO, COO, CBO, Superintendent, or similar strategic business role)</i>	
Title of Nominating Officer:	
Telephone: (Work)	(Mobile)
E-mail:	

CHALLENGES FACED

Why are you nominating this candidate for the Arthur Hanby Memorial Scholarship? *

Summarize two top challenges facing the procurement operation at your district.

Challenge 1:

Solution 1 (identify any best practice or strategies used to address this challenge):

Challenge 2:

Solution 2 (identify any best practice or strategies used to address this challenge):

ADDITIONAL INFORMATION
<p>Spend Analytics: Is your district using data or a formal spend analysis program to drive your procurement best practices?</p>
<p>Additional Resource: What single resource could benefit your procurement operations to allow the CPO to produce greater results and efficiencies?</p>
<p>Other Considerations: What other factors would you like the committee to consider in reviewing this candidate submission?</p>

ITEMS TO INCLUDE

1. Please include one color photo of the nominee (headshot preferred, 5x7 or larger). If submitting by mail, include name, title, and school name on the back of the photo. If submitting electronically, please include name and school name in digital file name.
2. Optionally, you may include supporting documentation with your application packet or e-mail.

NOTE: All submitted materials become the property of the Council of the Great City Schools (CGCS) and will not be returned.

TERMS & CONDITIONS

- School district must be an active member of the Council of the Great City Schools.

- Winning nominee will receive a \$2,000 scholarship to support travel, accommodation, meals and incidentals related to the CGCS CFO Conference.
- Winning nominees must be willing to attend the CGCS CFO Conference in November 2019, in Austin, Texas, to accept their award. Registration fee is waived for winning nominees.
- Nominees must submit a current photograph.
- Neither the members constituting the Board of Judges (BOJ) nor their relatives are eligible to be nominated. (The Council of the Great City Schools will select the Board of Judges).
- Each year, the Board of Judges will endeavor to select two winners from nominations submitted by mail to the Council of the Great City Schools. In rare circumstances, and at its own discretion, the BOJ can decide not to award one or both scholarships.
- The Arthur Hanby Memorial Scholarship will be awarded without regard to race, creed, religion, gender, sexual orientation, age, or political affiliation.
- Nominations sent directly to E&I Cooperative Services will not be considered.

NOMINATING PROCEDURE

Friday, September 13, 2019 is the last day application packets may be mailed or e-mailed to the Council's office. Packets not date marked by this date will not be considered.

The Application Form and all accompanying documents or photographs can be submitted by mail or e-mail to:

Council of the Great City Schools
1331 Pennsylvania Avenue, NW
Suite 1100N
Washington, DC 20004
ATTN: Michell Yorkman, Award Applications

or

myorkman@cgcs.org

Winning candidates will be notified by the Council of the Great City Schools.