

# The Arthur Hanby Chief Procurement Officer Memorial Scholarship 2018

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## Scholarship Overview

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E&I Cooperative Services is sponsoring a scholarship for two new Chief Procurement Officer attendees to participate in the 2018 Council of the Great City Schools (CGCS) Chief Financial Officer (CFO) Meetings (November 6-9, 2018 in Nashville, TN).

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.***

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### → Who Should Submit?

Scholarship nominations should be completed by the attending district's Chief Financial Officers, 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 School Districts Members and expose more Chief Procurement Officer's 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 school 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 7, 2018:** 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: Terry Tabor, Award Applications  
Application for Arthur Hanby Memorial Scholarship

or

[ttabor@cgcs.org](mailto:ttabor@cgcs.org)

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

**October 5, 2018:** Distinguished panel will select the nominees during or prior to the week ending October 5, 2018. Scholarship winners will be notified by October 13.

**November 7, 2018:** The Arthur Hanby Chief Procurement Officer Memorial Scholarship Award Winner will be announced and honored at the Evening Reception during the Chief Financial Officer's conference, to take place November 6-9, 2018 at the Hutton Hotel, 1808 West End Avenue, Nashville, TN.

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

Robert 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
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## 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):

<b>ADDITIONAL INFORMATION</b>
<p><b>Spend Analytics:</b> Is your district using data or a formal spend analysis program to drive your procurement best practices?</p>
<p><b>Additional Resource:</b> What single resource could benefit your procurement operations to allow the CPO to produce greater results and efficiencies?</p>
<p><b>Other Considerations:</b> 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 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, November 6-9, 2018, AT Hutton Hotel, 1808 West End Avenue, Nashville, TN to accept their award. Registration 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 7, 2018** 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: Terry Tabor, Award Applications

or

[ttabor@cgcs.org](mailto:ttabor@cgcs.org)

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