

**American Association of Critical-Care Nurses  
Greater Cincinnati Chapter (AACN-GCC)  
Scholarship Program Guidelines**

Receiving scholarship monies is one of the benefits of AACN-GCC membership. This benefit is part of the awards program to acknowledge chapter members for their active chapter involvement and commitment to acute and critical care nursing.

Scholarship monies may be used to support scholarly nursing activities. These include the following:

- Workshop / conference fees
- Professional books and journals
- Tuition toward a nursing related degree
- Certification examination fees
- Re-certification examination fees

The maximum amount of scholarship money to be awarded in a one (1) year period is \$200.00 per applicant (excluding NTI reimbursement).

**Scholarship Rules and Regulations**

1. The AACN-GCC Board of Directors may choose to limit scholarship funding based on available funds and annual chapter budget. The Board will budget the scholarship funds for that fiscal year beginning in September of the current year.
2. Any member requesting funds will be notified within 3-4 weeks of the approval or disapproval of their request.
3. If a scholarship request is approved, the reimbursement for the scholarly nursing activities will be processed within 2 weeks of submission of all receipts.
4. All scholarship requests must be reviewed and approved by the Scholarship Chair/Committee and Chapter President prior to payment by the Treasurer. Following this process, the President will provide approval for the scholarship via email to the Scholarship Chair/Committee or to the applicant. The email will be attached to the scholarship information from the applicant.
5. Only members with an active national and local membership are eligible to apply.
6. Scholarship is reimbursement only. If special circumstances arise and a member asks to be paid in advance, this must be taken to a Board vote for approval prior to payment.
7. All scholarship records (including all scholarship forms, check request and receipts) and monies awarded will be maintained for a minimum of three (3) years by the Scholarship Chair.
8. In the event that all the scholarship monies have been awarded for the fiscal year, the

Scholarship Chair will take this information to the Board for direction on whether or not additional scholarships should be awarded that fiscal year. If additional scholarships are awarded, the following are guidelines for delineation of the scholarship funds:

- Individuals applying for the first time during the fiscal year will receive monies before those who are applying at the same time for a second or third request for that year.
  - Second or third time applications will be decided by:
    - The number of requests received at the time.
    - The amount being requested.
    - The amount of money determined by the Board will be divided equally among those requesting funds, up to \$100.00 per person.
  - The Board of Directors may limit funds based on budget constraints for the fiscal year and the number of applications received. The Board will be responsible for notifying the Scholarship Chair/Committee. The Scholarship Chair/Committee will be responsible for notifying those individuals who have submitted applications for consideration.
9. All requests must be accompanied by a Scholarship Application Form as described below. Scholarship funds will not be awarded until proof of course or workshop completion, receipt, or copy of CCRN certification or recertification is submitted.
10. The Scholarship Chairperson will be responsible for submitting to and notifying the Treasurer for payment of funds.
11. The Board will review the Scholarship Point Criteria every three (3) years.
12. Any questions about an individual's accumulation of points or points awarded will be resolved by the Scholarship Chair/Committee.
13. All decisions final.

### Scholarship Guidelines

1. Members may receive up to \$200.00 per fiscal year (July 1 - June 30).
2. Once enough points are accumulated, current members may receive reimbursement for workshops, books and AACN certification, re-certification sponsored by AACN, or tuition toward a nursing degree.
3. To apply for scholarship monies:
  - A. Applicants should record their scholarship points on the Scholarship Application form A. Monies will be awarded based on the following point system:
    - \$1.00 / 1-30 points
    - \$2.00 / 31-60 points
    - \$3.00 / 60 points or greater
    - Example: 30 points = \$30.00; 50 points = \$70.00; 60 points = \$90.00; 75 points = \$135.00; 97 points = \$200.00
    - Points may not be redeemed for cash as that is a violation of IRS regulations for non-profit organizations.
  - B. Complete the Scholarship Application, form B.

- C. Completed forms should be provided to the Scholarship Chair/Committee for the approval process.
4. Scholarship points can accumulate for a two (2) year period.
  5. The Scholarship Chair/Committee will be responsible for maintaining an updated record of points accumulated, monies awarded, and points that will no longer be eligible for attainment of scholarship monies until the 3<sup>rd</sup> year has elapsed.
  6. If the Chapter President or Scholarship Chair apply for scholarship funds, then the responsibility for approving/authorizing these funds and any reimbursement will fall to the President-Elect and the Treasurer, following these guidelines.

### **NTI Scholarship Guidelines**

1. Members may receive the amount of NTI registration listed on the brochure as “Early Bird Registration” provided they meet the following guidelines which are to be confirmed by the Scholarship Committee/Chair:
  - A. Active AACN-GCC membership for one full year prior to request for scholarship.
  - B. Completed Scholarship Application form A, and applicant has at least 20 scholarship points.
  - C. Member has attended 2 AACN-GCC workshops within the year prior to application submission. Copies of CEU certificates from the 2 workshops attended must be attached to the Scholarship Point Tally Form or may be verified by attendance sheet.
  - D. Proof of NTI registration payment is attached to the Scholarship Application is required.
2. Applications must be submitted by April 1<sup>st</sup> each year for NTI Funds. After verification is received and reviewed, applicant will receive an acceptance or rejection letter.
3. Checks will be issued for re-imbursement after the Scholarship Committee has received verification of payment/attendance. This can be done by attaching the cancelled check, registration confirmation, confirmation letter, or CEU certificate. The reimbursement check will be sent to the applicant upon receipt of verification of payment and/or attendance.
4. If the NTI registration is paid for by another party, then the early-bird registration amount may be used for hotel and/or transportation expenses. Verification of payment is required to receive the scholarship monies.

### **NTI Scholarship Guidelines for the AACN-GCC President and Workshop Chair**

Reimbursement will include the following:

- Early-bird registration.
- Transportation: the only two forms of transportation that will be considered for reimbursement will be airfare or automobile.
  - Round trip coach airfare not to exceed \$500. If the airline fee is greater than \$500, this may be presented to the board for approval to reimbursement the total amount.
  - If the traveler’s personal automobile is driven to the location of the NTI, mileage will be

- reimbursed in accordance with national AACN's mileage standard.
- If the traveler uses a rental car, there is no mileage reimbursement.
    - Rental cars should only be used when the traveler's car or adequate transportation is not available, or when more than one member travel together.
    - Rental cars should have "unlimited mileage" whenever possible. When unlimited mileage is included, the traveler will be reimbursed for the cost of the rental car only, and not mileage.
    - The standard rental car size will be "economy" unless more than one individual will be riding in the car, which must be approved in advance by the Scholarship Chair/Committee and Chapter President. In this case, an "intermediate" size car may be used.
    - Travelers must have adequate car rental insurance coverage under their personal insurance plans or through their personal credit card coverage.
    - If an automobile is rented, incidental fees (i.e., fuel) will be the responsibility of the renter.
    - All parking fees will be the responsibility of the NTI participant.
    - Traveler will be responsible for any/all traffic tickets, and should drive safely and responsibly.
  
  - One-half of the hotel room rate (including taxes) as listed in the NTI brochure, for up to five nights.
    - Saturday through Wednesday OR Sunday through Thursday.
    - The individual is responsible for making hotel reservations.
    - AACN-GCC will not pay for any additional charges (i.e., internet fee, room service, personal services).
  
  - Registration for pre-conference sessions will not be reimbursed.
  
  - To receive reimbursement, the President and Workshop Chair will be required to:
    - Submit a NTI Fund Application form D to the Scholarship Chair.
    - Attach receipts for payment of registration, airfare, and hotel must be attached to the form.
    - Submit copy of the contact hours form provided by AACN must be attached to the form.

This revised Scholarship Program was reviewed and approved by the Board of Directors on 10.21.09.

Agnes R. Hudak  
 Agnes Hudak, President

11/17/09  
 Date

Pamela Bolton  
 Pamela Bolton, Scholarship Chair

11/17/09  
 Date