

APPLICATION FOR CBSPAN COMPONENT SCHOLARSHIP PROGRAM

Jan. 1 to Dec. 1

PURPOSE

To provide supplemental financial support to active CBSPAN members for professional advancement. Members must meet the criteria to qualify for the program.

CRITERIA

1. Applicant must have paid his/her membership fee by October 31st, and have been active participant at the component level.
2. Applicant must have earned the required total points prior to application:

ASAPAN National conference	= 8 points
Seminar / Workshop (Related to PeriAnesthesia topics)	= 6 points
CAPA/CPAN Certification/Re-certification (Must be within the year)	= 6 points

POINT SYSTEM

Component officer	4 points
District President	3 points
Component Committee Chair	3 points
Active Component Committee Member	1-3 points
Special projects	1-3 points
Attendance at Board meetings	1 point/meeting
Actively certified (CPAN / CAPA)	1 point

POLICY

1. Scholarship Committee includes: Component President, Treasurer and one District President (to be decided at each August Component BOD meeting).
2. Funding will be based on double occupancy/room as required.
3. Maximum funding for seminar, workshop or certification will be limited to \$100.00 or the amount equivalent to membership fee for seminar/workshop but not to exceed the maximum funding.

The Scholarship Committee may change the amount of funding depending upon the Fiscal Year Budget.

4. Funding for the national conference will depend on the current balance of the scholarship budget, number of applicants and previous funding given to the applicant within a year of application.
5. Funding given to the applicant must be returned to the Component Treasurer if he/she fails to attend seminar, workshop or certification.
6. A proof of attendance will be expected in terms of seminar, workshop, or conference report and submission of all receipts.
7. Reimbursement will be given to the member who successfully completed the certification.
8. Only expenses with receipts will be reimbursed.
9. Scholarship application form or letter must be submitted to the committee or postmarked Dec. 1 for ASPAN Conference and one month before the scheduled start date of the workshop or certification / re-certification.

PROCEDURE

1. Applicant must submit:
 - a. A letter of intent for the national conference by Dec. 1st. Mail letter to the Scholarship Committee c/o the Component President or
 - b. A letter of intent for a seminar, workshop or certification at least one month before the scheduled date. Mail letter to the Scholarship Committee c/o the Component President
 - c. A copy of the conference, seminar / workshop brochure, or certification, approximate expenses and intention of funding from other resources.
 - d. A report to be published in the Component Newsletter. A topic of interest maybe selected.
 - e. All receipts post conference, seminar, workshop or certification within 30 days.

2. Scholarship Committee will:
 - a. Review criteria and point system for each applicant.
 - b. Determine approved budget per applicant.
 - c. Consider previous funding given to an applicant within a year from the same budget line item.
 - d. Inform applicant re. status and approved budget in two weeks. Check will be mailed to applicant after notification or after successful completion of certification.
 - e. Report to the Component BOD.

CBSPAN SCHOLARSHIP APPLICATION FORM

DATE OF REQUEST: _____ DATE RECEIVED: _____ BY: _____

NAME: _____

ADDRESS: _____

TELEPHONE# () _____ - _____

DISTRICT: _____

TYPE OF REQUEST / REQUIRED POINTS / DEADLINE:

___ ASPAN Conference / (8) / Dec. 1

___ Workshop / Seminar / (6) / 1 Month before scheduled date

Title: _____

___ Re-certification (6) / 1 Month before scheduled date

___ Certification (6) ___ CAPA ___ CPAN / 1 month before the scheduled date

___ 1st Request this year ___ 2nd Request this year / Amount Previously received: _____

POINTS EARNED:

Category	Points
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Points Earned:	_____

APPLICATION STATUS:

___ Approved ___ Denied (Reason: _____)

Date Approved: _____ By: _____ / _____ / _____

