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| **Original May 2010****Revised February 2016** | **POLICY DESCRIPTION:****Educational Assistance** |
| **Page 1 of 2** | **POLICY NO: GIPN 23** |
| **PREPARED BY: GIPN Board** | **REPLACES POLICY DATED:**  |
| **APPROVED BY: GIPN Board** | **RETIRED ON:**  |
| **EFFECTIVE DATE: See cover sheet** | **REFERENCE NUMBER: GIPN 26** |

**POLICY: Educational Scholarships**

**PURPOSE:** The scholarship is awarded to an individual GIPN member for educational advancement. An application must be approved by the Scholarship Committee and the District director. The Scholarship is in the amount of up to $500. A maximum of three will be granted annually based on available funds.

**RECIPIENT CRTTERIA:**

1. Must be an active member of GIPN.
2. Must be currently employed as an Infection Prevention Professional.
3. Must lack other readily available resources.
4. Must meet application deadline requirements.

**APPLICATION CRITERIA:**

**1.** Applications will be considered for the following educational

 offerings:

a. GIPN educational offerings

b. SHEA educational offerings pertaining to Infection Prevention
c CDC educational offerings pertaining to Infection Prevention
d. State and national APIC conferences

e. GIPN Basic IP Course

f. Other Infection Prevention educational offering which meets the criteria

 and is approved by the Awards Committee (i.e. LTC, Public Health, Public

 Safety, Home Health, etc.)

1. A completed application form must be received by the Awards Committee Chairperson two (2) months prior to the event date.
2. The completed event registration form must be received with application
3. Membership will be validated by the scholarship committee.
4. The applicant will be notified in writing or by email by the Awards Committee Chairperson within one (1) week of review of the Awards Committee and District Director's approval.

**REQUIREMENTS:**

1. A copy of completed application is submitted within established guidelines
to scholarship committee.
2. Applicant must agree to provide training to GIPN membership based on

 the knowledge gained from the offering. (This can be accomplished at the

 district meetings, state meetings, email or published on the website,

 membership presentation at the state meeting, poster session, Southern

 Cultures article etc

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1. Scholarship funds may be awarded by advancement or reimbursement as
determined by the Awards Committee.
2. Provide proof of registration / attendance to training event to facilitate
reimbursement.
3. Refund of monies will be required within sixty (60) days if recipient is unable to
attend. Failure to comply will disqualify individual for future scholarships.
4. A scholarship may only be awarded to an individual member every five years.

AWARDED TUITION:

Not transferrable

Must use within the next 2 years

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**To be completed by Awards Committee:**

Date reviewed by Awards Committee \_\_\_\_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_

Committee Chairperson Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Liaison Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Applicant Notification Sent \_\_\_\_\_\_\_\_\_\_\_ Mail \_\_\_ FAX \_\_\_ Telephone\_\_\_

Date Reimbursement Sent \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_