

OSGNA POLICY AND ADMINISTRATIVE PROCEDURE

Subject: OSGNA Educational Grants

Purpose: To outline the process for application, selection of recipients and distribution of OSGNA educational funds / grants

Procedure:

1. OSGNA's Board of Directors will determine the amount of educational funds / grants available each year.
 - A. The number of funds / grants to be awarded will be determined by the amount of monies available.
 - B. All monies available will be awarded. Any remaining monies not awarded (secondary to insufficient application submissions) can be awarded in the form of educational grants, distributed as door prizes to OSGNA members only, at OSGNA educational functions.
2. Eligibility for educational funds / grants
 - A. Applicant must be an active current member of SGNA / OSGNA for two years
 - B. Applicant will apply in writing, following guidelines given by OSGNA
 - C. Educational funds / grants will be awarded once, per member, in a two year time frame
3. Ineligibility for OSGNA educational funds / grants
 - A. OSGNA Board of Directors
4. Distribution of funds / grants
 - A. Educational course funds
 - a. Funds will cover educational course fees only, to OSGNA, SGNA, MULTI-REGIONAL COURSES, and SGNA JOURNAL COURSES. Recipient will be responsible for all other related costs.

- b. Recipient must pre-pay course fee.
 - B. Course fee will be reimbursed after proof of attendance is submitted to OSGNA's Treasurer, with in 8 weeks of issue.
 - a. Certification Exam
 - 1. Funds will cover cost of certification exam only
 - 2. Re-certification fee is reimbursed by OSGNA
 - 3. Recipient must pre-pay certification / re-certification fee
 - C. Certification / re-certification fee will be reimbursed after proof of successful certification / re-certification is submitted to OSGNA's Treasurer within 8 weeks of issue
 - a. Poster grants
 - 1. Educational poster must be selected by SGNA to display at the annual educational course. A copy of SGNA's acceptance letter must be submitted at the time of grant request
 - 2. Poster grant award will be \$300.00
 - 3. Educational poster must be available for display at OSGNA's Regional Educational Course
- 5. Grant recipients will be selected by OSGNA's Board of Directors
 - A. Applications must be received by January 1st of the requesting year
 - B. Selection of recipients will take place at the first OSGNA Board meeting of the requesting year. An application assessment form will be utilized for selection
 - C. Recipients will be notified in writing , by the president
 - D. Expiration date of all grants will be within the current calendar year of the award

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