

# **AANN Triad Chapter Guidelines for Disbursement of Funds for Education Reimbursement**

(March 2010)

These guidelines were developed by the Board of Directors for submission to the membership at the October meeting.

The Board of Directors will determine yearly in January the amount of funds on hand and select 10% to be earmarked for educational reimbursement available to the membership that year. The meetings and/or classes reimbursed must pertain to the neurosciences. Members who request funds must complete an application to the Board and meet the following requirements:

1. Active, participating member of the AANN Triad Chapter
2. "Participation" is specified as assisting with the educational sessions including: arranging/introducing speakers, assembling handouts, scheduling space, catering, assisting with CEU, presenting nursing related information to compliment a physician speaker, or other material appropriate
3. Current dues are paid
4. Must have attended one of three educational offerings in the previous year or prior to their request in the current year.
5. May not have received reimbursement from AANN Triad Chapter in the last two years.
6. Must produce their CE certificate with request

Funds will be distributed as such for 2005:

(Four) \$500 scholarships for attendance at the annual meeting of the American Association of Neuroscience Nurses. (New applicants and those who have not received monies in the past two years, could submit immediately for reimbursement and if money was not claimed by the end of the year, all others who attended meetings could submit.)

(Four) \$50 amounts for local events educational offerings.

In the event that there are more applications for funds than monies designated, a lottery will be established.

The Board of Directors will review this process on an annual basis.