



OPERATIONAL POLICY

Title: Scholarship Application to ENA Emergency Nursing Conference	Number:
Cross Reference:	
Approved by: Illinois State Council Board of Directors	Origination Date: 6/2008
Revised by: Awards and Nominations Committee	Approval Date: 6/2008
	Revision Date: 7/30/2017

Annual scholarship provides financial support for one Illinois ENA member to attend the Annual ENA Emergency Nursing conference (formerly the ENA Annual Conference Scientific Assembly). Application deadline is to be determined annually by the Board of Directors.

OPERATIONAL PROCEDURE:

- 2.1 Scholarship Award Qualifications:
 - 2.1.1 Current Illinois ENA membership
 - 2.1.2 Current registered nurse licensure
 - 2.1.3 A point system developed by the awards and nominations committee with approval from the board of directors determines the candidate selection process.

- 2.2 Application Process:
 - 2.2.1 Scholarship application and award is coordinated by the awards and nominations committee.
 - 2.2.2 A “call for scholarship applications” announcement is published via the website and email blast to the membership, at a minimum
 - 2.2.3 Interested Illinois ENA members are to complete and submit the scholarship application by the specified deadline.
 - 2.2.4 The chairperson ensures anonymity of the applications before sending them for review to the awards and nominations committee members.
 - 2.2.5 Selection of the scholarship recipient is based on the highest score of submissions from qualified applicants.
 - 2.2.6 An applicant may only be awarded this scholarship once every five (5) years.
 - 2.2.7 The chairperson computes the total points of applicants and provides the results to the board of directors for announcement of the award.
 - 2.2.8 Prior to the Emergency Nursing conference, the chairperson notifies all applicants as to their status and confirms the award recipient’s intentions to attend.

- 2.3 Scholarship Financial Requirements:
 - 2.3.1 The scholarship provides a check payable directly to the scholarship recipient no greater than the scholarship amount as determined by the board of directors to include:

- 2.3.1.1 The cost of a member early-bird conference registration fee as determined by the ENA without additional or optional sessions, including donations, fundraising events, or bonus packages (e.g., VIP pass).
- 2.4 Prior to issuing a check, the recipient provides documentation to the treasurer no later than 30 days after the conference including but not limited to:
 - 2.4.1 proof of conference registration, payment, and attendance. Payment of the conference fee must have been made by the scholarship recipient only.
- 2.5 completed and signed Form W-9.