



Saint John, NB Members at Large Funding Request Guidelines

Eligibility

- Saint John, NB Members at Large (MaL) are eligible at their **first membership renewal**
- Course/ conference **should** be Orthopaedic related, or have application to their Orthopaedic workplace
- Funding will be available until Saint John conference proceeds are used/ allocated.
- Funding **can** cover registration, travel (air, car mileage, taxi/ shuttle), or hotel. **Will not** cover food, alcoholic beverages, social events
- Funding distributed will **not exceed \$1500.00 per fiscal year, per person and will not exceed the costs incurred to attend course/conference**

Applicant Requirements/ Process

- Funds will be available for disbursement until they are used, within the guidelines identified above
- Submit “Application for Saint John, NB MaL Funding Request” form to the Continuing Education/ Industry Liaison National Board member **PRIOR** to attending the course/conference. If requesting funding for CONA National conference, request must be submitted by March 31 of that year
- **Must** divulge any other funding sources applied for, and if successful, the amount of other funding received **must** be disclosed
- After submission of application for funding the National Board will review it to ensure requirements are met
- Successful applicants will be notified within **3 weeks**, of the status of their application by email; if unsuccessful, the reason will be indicated
- After the course/ conference
 - Submit receipts, proof of attendance **prior** to disbursement of funds on a Travel Expenses form
 - Submit the “What I learned...” section of the Application and how this information will be shared with colleagues