

## Executive Guidelines for Local Chapter Funding

### Eligibility

- Local chapter members are eligible at the **first membership renewal**
- Attended at least **one local chapter meeting** in the last membership year
- Course/conference **should** be orthopaedic/ orthopaedic practice related
- **Minimum of 10 points** before consideration for funding
  - (Note: Points DO NOT carry over from year to year)
- Funding available will **not exceed \$2500/fiscal year/per person**  
(\*\*funding amount may vary depending on the financial stability of the chapter and number of applicants)

### Applicant requirement

- Submit 'Application for Local Chapter Funding' to an Executive member prior to attending the course/conference
- Must divulge any other funding sources they have applied for, and if the applicant is successful, the amount of other funding **must** be disclosed
- **After** the course/conference receipts/proof of attendance **must** be submitted prior to disbursement of funds

### Process

- The executive will determine yearly the amount of funding that is available to be distributed, including any budgeted limitations.
- The executive or a sub-committee assigned by the executive, will review each application to determine the number of points awarded and ensure they meet the minimum criteria.
- It is the responsibility of the applicant to record the Local/National chapter activity they participated in on the application form to assist in calculating points awarded.
- After submission of the application, all applicants will receive a document titled '**Local Chapter Funding Allocation**' form by email, indicating the status of their application including the Funding Level they have qualified for. If they are unsuccessful, the reason will be indicated.
- Successful applicants will be divided into the appropriate Funding Level based on points acquired.
  - **Level 1 (up to 25% funding): 10-14 points**
  - **Level 2 (up to 50% funding): 15-19 points**
  - **Level 3 (up to 75% funding): 20-24 points**
  - **Level 4 (up to 100% funding): 25 points or greater**
- Amount to be distributed to the successful applicants will be decided based on annual budgeted amount.
- Upon completion of the course/conference, they must submit a copy of the '**Expense Claim Form**' document with receipts and proof of attendance (including any other funding amounts received).
- Monies will be distributed and will not exceed the costs incurred to attend course/conference.



## Canadian Orthopaedic Nurses Association – Edmonton Chapter

### APPLICATION FOR LOCAL CHAPTER FUNDING

Name:	Date Submitted:
Address:	
Phone:	Work:
Place of Employment:	
CONA membership #	Years of CONA membership:

#### **COURSE/CONFERENCE INFORMATION** (Attach brochure if available)

- may use *anticipated* expenses

Title:	Date(s):
Tuition/Registration: \$	Travel: \$
Accommodation: \$	
Meals: (amount as per CONA National per diem- refer to CONA National Travel Expense Form). Indicate number: Breakfast (#)____Lunch (#)____Dinner (#)____	
Other funding sources applied to with amounts:	
1.	2.
3.	

*NOTE – Failure to disclose funding received is considered a violation of Nursing Practice Standards and could result in disciplinary action*

#### **LOCAL CHAPTER/ NATIONAL ACTIVITY PARTICIPATION (previous 12 months)**

- Indicate all that apply *including dates* to determine Level of Funding eligibility

LOCAL CHAPTER/ NATIONAL ASSOCIATION ACTIVITY		POINTS
1.	<b>Attended monthly meeting</b> <span style="float: right;"><i>3 points/meeting</i></span>	
	Dates:	
2.	<b>Volunteer subcommittee/activity</b>	
	Standing committee (e.g. Funding) <span style="float: right;"><i>5 points per committee</i></span>	
	Ad hoc committee (e.g. Soliciting speakers for Orthomania) <span style="float: right;"><i>3 points per committee</i></span>	
	Volunteer activities (e.g. Buy Speaker gifts for Orthomania) <span style="float: right;"><i>1 point per activity</i></span>	
3.	<b>Local/ National Executive Board member</b> <span style="float: right;"><i>10 points/ Board membership</i></span>	
4.	<b>Maintain Orthopaedic Certification</b> <span style="float: right;"><i>3 points</i></span>	
5.	<b>Attend Biannual Orthomania/ National Conference</b> <span style="float: right;"><i>2 points/conference</i></span>	
6.	<b>Submit Orthoscope article/ published article</b> ( <i>submit copy to Executive</i> )	
	Article & Date: <span style="float: right;"><i>5 points/article</i></span>	
7.	<b>Present Education session- Local/ National Association</b> ( <i>submit copy to Executive</i> )	
	Presentation, Date: <span style="float: right;"><i>5 points/session</i></span>	
	Presentation, Date: <span style="float: right;"><i>5 points/session</i></span>	
<b>Total points</b>		
<b>Qualified Funding Level</b>		



## **LOCAL CHAPTER FUNDING Allocation**

Applicant Name:

Date:

Your application for Local Chapter Funding for:

, taking place on has been reviewed, and it was determined you:

☐ Do not qualify for funding:  
Reason-

☐ Qualify for:

- ☐ Level 1 ( 25% funding) with points
- ☐ Level 2 ( 50% funding) with points
- ☐ Level 3 ( 75% funding) with points
- ☐ Level 4 (100% funding) with points

Prior to disbursement of funding, the following must be submitted:

- Proof of successful completion/attendance of the course/conference with original receipts
- Disclosure of other funding sources being received