

## 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 related
- **Minimum of 10 points** before consideration for funding
  - (Note: Points DO NOT carry over from year to year)
- Funding available will **not exceed \$1500/fiscal year/per person**  
(\*\*funding amount may vary depending on the financial stability of the chapter and number of applicants)

### Applicants 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 should be disclosed
- **After** the course/conference
  - receipts/proof of attendance **must** be submitted prior to disbursement of funds
  - submit the 'What I learned..' section of the Application and how they are willing to share this information with membership and/or colleagues

### **Process**

- The executive will determine yearly the amount of funding that is available to be distributed, including any budgeted limitations.
- Throughout the membership year the executive will determine how many points will be awarded for a specific Local/National chapter activity.
- 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**' either by email or mail, indicating the status of their application including the Funding Level they have qualified. If they are unsuccessful, the reason will be indicated.
- Successful applicants will be divided into the appropriate Funding Level based on points acquired (for criteria that have a range of points, the actual time involvement should be considered).
  - **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 '**Local Chapter Funding**' document with receipts/proof of attendance (including any other funding amounts received), and have completed the 'What I learned.....' section indicating how you intend to share what you learned.
- 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: \$	
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/NATIONAL CHAPTER ACTIVITY PARTICIPATION (previous 12 months)**

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

LOCAL CHAPTER ACTIVITY		POINTS
<input checked="" type="checkbox"/>	<b>Attended monthly meeting</b>	<i>2 points/meeting</i>
	Dates:	
<input checked="" type="checkbox"/>	<b>Volunteer activity / Subcommittee</b> (points earned determined by time involvement)	<i>1-3 points</i>
	Activity & time:	
	Activity & time:	
	Activity & time:	
	Activity & time:	
<input checked="" type="checkbox"/>	<b>Executive member</b>	<i>10 points</i>
<input checked="" type="checkbox"/>	<b>Maintain yearly Certification</b>	<i>3 points</i>
<input checked="" type="checkbox"/>	<b>Year of Certification/ Recertification</b>	<i>5 points</i>
<input checked="" type="checkbox"/>	<b>Attend Biannual Orthomania</b>	<i>2 points/session</i>
<input checked="" type="checkbox"/>	<b>Submit Orthoscope article, or published article</b>	<i>5 points/article</i>
	Article & Date:	
<input checked="" type="checkbox"/>	<b>Presented Education session</b> (submit info to Executive for qualification & point allotment )	<i>1-5 points/session</i>
	Presentation, Date & Length:	
	Presentation, Date & Length:	
NATIONAL ASSOCIATION ACTIVITY		POINTS
<input checked="" type="checkbox"/>	Attend National Conference	<i>4 points</i>
<input checked="" type="checkbox"/>	Present at National Conference	<i>10 points</i>
<input checked="" type="checkbox"/>	National Executive Board member	<i>10 points</i>
<b>Total points</b>		
<b>Qualified Funding Level</b>		

**Canadian Orthopaedic Nurses Association – Edmonton Chapter**

## LOCAL CHAPTER FUNDING

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
- A copy of this form with the below completed

What I learned.....

It will affect my personal/professional development by.....

I plan to share the information I learned with the membership and/or colleagues by.....