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.
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

<table>
<thead>
<tr>
<th>Title</th>
<th>Date(s):</th>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>LOCAL CHAPTER ACTIVITY</th>
<th>POINTS</th>
</tr>
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<tbody>
<tr>
<td>✖ Attended monthly meeting</td>
<td>2 points/meeting</td>
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<tr>
<td>Dates:</td>
<td></td>
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<tr>
<td>✖ Volunteer activity / Subcommittee (points earned determined by time involvement)</td>
<td>1-3 points</td>
</tr>
<tr>
<td>Activity &amp; time:</td>
<td></td>
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<td>Activity &amp; time:</td>
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<td>Activity &amp; time:</td>
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<tr>
<td>Activity &amp; time:</td>
<td></td>
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<tr>
<td>✖ Executive member</td>
<td>10 points</td>
</tr>
<tr>
<td>✖ Maintain yearly Certification</td>
<td>3 points</td>
</tr>
<tr>
<td>✖ Year of Certification/ Recertification</td>
<td>5 points</td>
</tr>
<tr>
<td>✖ Attend Biannual Orthomania</td>
<td>2 points/session</td>
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<tr>
<td>✖ Submit Orthoscope article, or published article</td>
<td>5 points/article</td>
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<tr>
<td>Article &amp; Date:</td>
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<tr>
<td>✖ Presented Education session (submit info to Executive for qualification &amp; point allotment )</td>
<td>1-5 points/session</td>
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<tr>
<td>Presentation, Date &amp; Length:</td>
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<tr>
<td>Presentation, Date &amp; Length:</td>
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<thead>
<tr>
<th>NATIONAL ASSOCIATION ACTIVITY</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✖ Attend National Conference</td>
<td>4 points</td>
</tr>
<tr>
<td>✖ Present at National Conference</td>
<td>10 points</td>
</tr>
<tr>
<td>✖ National Executive Board member</td>
<td>10 points</td>
</tr>
</tbody>
</table>

Total points  
Qualified Funding Level

Canadian Orthopaedic Nurses Association – Edmonton Chapter

CONA Edmonton – revised April 2014
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