

## Approval and Procedure

### Approval

- The Board of Directors of AAACN approves all fund account changes.
- The Nominating Committee reviews and selects the recipients of awards and scholarships.

### Procedure

- Criteria for awarding of scholarships/awards are developed and approved by the Board of Directors of AAACN. They are reviewed by the Board of Directors every two years at the time the Scholarship/Research Fund Policy and Procedure is reviewed.
- Scholarships are awarded by the AAACN Board of Directors once a year, at the Annual Conference. *The annual application deadline is November 15 for all scholarships/awards.*
- The applications or nominations are submitted by either printing the specific provided forms, or via online forms and reviewed by the Nominating Committee.
- Individuals chosen to receive an award are notified in a timely manner.
- Individuals receiving an award may be required to provide receipts or other proof of how the scholarship award was used.
  - Recipients will be asked to write an article in *ViewPoint* describing benefits derived from this award.
  - Recipients may be asked to submit an abstract for presentation of research results at the AAACN Annual Conference following the receipt of the award.
- Individuals failing to use the award for its intended purpose will be asked by AAACN to refund the award amount. Failure to do so may result in permanent forfeiture of membership.

## Additional Information about Scholarships & Awards

Scholarships and awards are funded through the Silent Auction held at the Annual Conference, and through private donations. *Scholarships and awards are presented at the Annual Conference to nurses **who have been members of AAACN for a minimum of two continuous years** at the time of the application.*

The Scholarship / Research Fund is held in an interest-bearing account at a financial institution approved by the Board of Directors of AAACN. Personal or corporate donations may be made specifically to this fund. The fund principle must remain at a minimum of \$20,000. This fund will be managed by the investment advisor under the direction of the Chief Executive Officer of AAACN, to pursue growth consistent with capital preservation.

Scholarship/Award applications must be submitted to the AAACN National Office by November 15 annually. Applications receive a blind review by the members of the Nominating Committee. All applicants will be notified of the committee's selections once the scholarship/award recipients are determined. Scholarships and awards are granted annually at the Annual Conference. All revenues received from fundraising activities (e.g. Silent Auction) and/or donations designated for the fund will be added to the principal of the fund.

The Board will determine the amount of funds allocated in years when there are little to no donations. The Board will inform the Nominating Committee of the amount of funds available annually and the Nominating Committee will be responsible for determining the award recipients and the amount of each award.

Awards are granted to individual members of AAACN and are given as \$1000 per research/scholarship award, or \$500 per Excellence award, and not to exceed the funds available.