

Society of Gastroenterology
Nurses and Associates, Inc.

*Board Policy &
Administrative Procedure
Manual*

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Page: 1 of 2
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Subject: SGNA Annual Course/First Time Attendee

Review Responsibility: SGNA Awards Committee

Policy Statement:

The SGNA Annual Course Scholarships and First Time Attendee Scholarships have been established to financially assist SGNA members to attend SGNA Annual Course.

Focus: SGNA Membership

Purpose:

To outline the process for application and selection of recipients for SGNA Annual Course Scholarship and First Time Attendee Scholarship.

Procedure for SGNA Annual Course Scholarship:

1. Eligibility for the SGNA Annual Course Scholarships will adhere to the following criteria:
 - 1.1. Applicant must be a member of the Society for two years as of January 1 of that course year.
 - 1.2. Applicant must be currently employed in gastroenterology and/or endoscopy nursing practice.
 - 1.3. Applicant must attend at least the Full Course at the Annual Course.
 - 1.4. Applicant must actively support SGNA in function and philosophy, with regional involvement.
 - 1.5. Applicant will apply in writing following guidelines published in the application. (Suggested that application must be printed or typed.)
 - 1.6. The Annual Course Scholarship will be awarded to a member only once.
2. **Ineligibility for SGNA Annual Course Scholarship includes:**
 - National Board member
 - Nonmembers of SGNA
 - Previous recipient of Annual Course Scholarship
 - Voting Licensed Nurse or Associate (previous Active member) of SGNA for **less than** two years.

* Now proceed to #5 of Policy.

Procedure for SGNA First Time Attendee Scholarship

3. Eligibility for the SGNA Novice Nurse / Associate Scholarships will adhere to the following criteria:
 - 3.1. Applicant must be a member of the Society for less than two years (must have joined SGNA after January 1 two years prior to application date, i.e., between 1/1/2013 and 12/31/2014 to be eligible for the award for the 2015 Annual Course).
 - 3.2. Applicant must currently be employed as a caregiver in gastroenterology and be relatively new to the field, with a preference given to those with less than two years experience.
 - 3.3. Applicant must actively support the goals and philosophy of SGNA.
 - 3.4. Applicant must attend at least the Full Course at the Annual Course that year.
 - 3.5. Applicant will apply in writing following guidelines published in the educational application. (Suggested that application must be printed or typed.)
 - 3.6. The First Time Attendee Scholarship will be awarded to a member only once.
4. **Ineligibility for SGNA First Time Attendee/Associate Scholarship includes:**
 - You have previously received a scholarship from SGNA
 - Nonmembers of SGNA
 - You have attended an SGNA Annual Course in the past
 - Voting Licensed Nurse or Associate (previous or active member) of SGNA for **more than** two years.
5. Scholarships to be awarded will be determined by:
 - 5.1. The amount of funds available.
 - 5.2. The number of scholarships awarded will be determined by the SGNA Budget, Finance and Audit Committee and approved by the Board of Directors.
6. Awards Committee will review all applications and announce winner in the form of an Information Report to SGNA Board of Directors.
 - 6.1. Applications will be received at SGNA Headquarters by March 1 and will be forwarded to the Awards Committee.
 - 6.2. The Awards Committee will review and score all applications and determine winners.
 - 6.3. The Awards Committee will determine the amount of individual scholarships, but this will be based on approved funds. Recipients of SGNA educational scholarships shall be notified by the SGNA Awards Committee.
7. Awards will be given in two categories:
 - 7.1. Company Sponsored Scholarships- funded by vendors, varies each year.
 - 7.2. SGNA Annual Course Scholarships or First Time Attendee Scholarships funded by SGNA based on available funds.
8. If the scholarship money is not used, it will be returned to SGNA.
9. Early bird registration rates will be extended to all applicants for the SGNA Annual Course Scholarships.