

Case Management Society of New England

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Policy # 19-99

Revision Date: June 15, 2000

Revision Date: April 12, 2003

Revision Date: January 6, 2005

Revision Date: December 20, 2006

Policy: Educational Scholarship Program

Policy: It is the policy of the Case Management Society of New England to provide written guidelines for all money appropriated for use by the Scholarship Committee. All candidates desirous of obtaining a financial scholarship will need to earn the right to apply by accumulating scholarship points through participating in chapter activities.

Purpose: To increase member participation and member benefits through the reward of financial incentive for educational endeavors, to include but not limited to participation in local, regional and national workshops/conferences, self-study course, graduate school, review course and /or certification exam.

Scope: The scholarship funds will be available to all members of CMSNE who participate in the chapter as outlined by this policy. This fund has been established through the generous donation of the Insurance Rehabilitation Nurses of New England and will continue to be available through:

- The interest earned in the Money Market Account in which the money is kept
- Future money raised by fundraising events, donations, etc.

Eligibility: The Case Management Society of New England does not discriminate on the basis of race, creed, color, sex, age, national origin or handicap in application for, or awarding of, the CMSNE Educational Scholarship.

The following Eligibility Criteria will apply to all applicants:

- Maintain CMSNE membership in good standing.
- Submit in full the required application materials.
- Participation on Scholarship Committee does not preclude the committee member from applying, however the committee member must reclude them self from any discussion regarding the awarding of scholarship during that award period.
- Members having been awarded a scholarship from CMSNE will not be eligible to apply for a scholarship again for 3 years.

Submission

Process:

The submission process is as follows:

- Complete Educational Scholarship Application
- Briefly describe your reason(s) for requesting the Educational Scholarship
- Describe your financial wishes including the total cost of the educational endeavor you will be completing.
- Provide a detailed list of CMSNE activities and programs you have participated in during the last two years.
- Include documentation regarding the request for Educational Scholarship funding, i.e. sample of program brochure/agenda, application or registration form.

Review

Process:

The review process is as follows:

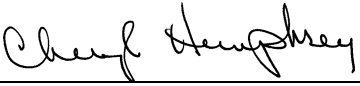
- All applications will be submitted to CMSNE's office where they will be distributed to members of the Scholarship Committee or Executive Board.
- Applications will be reviewed and funding will be determined based on a point criteria.
- Scholarship point criteria obtained through chapter/professional participation as follows:
 - Two (2) for being an active participant on a chapter committee, appointed office of a chapter Extension or task force, as determined by the committee chairperson and/or Extension Chair.
 - Three (3) for being an active committee chairperson, as determined by the Executive Director for one term.
 - Four (4) for being an elected officer of CMSNE Executive Board as determined by the chapter president for one term of office.
 - Three (3) for speaking at a program on Case Management related topics.
 - One (1) for attending a chapter/extension meeting.
 - One (1) for submitting and having accepted an article for *The Facilitator*, does not include officer/committee updates.
 - Two (2) for publishing an article in a Professional Journal.
 - One (1) as determined appropriate by the board for "other" activities submitted.
- Applications will be reviewed on a revolving basis, up to 6 scholarships a year will be awarded, no more than 2 per quarter.
- Upon receipt in chapter office, all applications will be reviewed and notice will be sent to applicant within 30 days.
- Announcement of application awards will be made in *The Facilitator* and at annual March and September CMSNE conferences.
- All scholarships will be awarded at the discretion of the reviewers and subject to denial.
- All scholarships awarded will be up to a maximum of \$500 per award. No more than \$3,000 in total scholarships will be awarded in a calendar year.
- Any application submitted without required information will be denied.

Award

Process:

Applicants receiving scholarship award will:

- Provide to chapter members a report on the use of scholarship award, via report at local chapter and/or extension meeting and via written report in chapter newsletter, *The Facilitator*.

Signed off: 

Cheryl Humphrey, CMSNE President 2006-07

Date: 3/8/07

Educational Scholarship Application

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: H: _____ W: _____ Email: _____

Current Position Held: _____ Unemployed: _____

Student (please indicate which Program): _____

CMSNE Membership number: _____ Member since: _____

Educational Scholarship will be applied toward: Seminar _____

Certification Exam Review Course Conference Workshop

School Self Study Education Other: _____

Program Title: _____

Date: _____ Sponsor: _____

Please list two CMSNE members who will sponsor your application for this scholarship based on your chapter participation. Please include a letter from one CMSNE member sponsor outlining your contributions to the chapter:

1) Name: _____

Address: _____ State: _____ Zip: _____

Telephone: H: _____ W: _____ Email: _____

2) Name: _____

Address: _____ State: _____ Zip: _____

Telephone: H: _____ W: _____ Email: _____

Please submit a short essay including the following information:

- 1) Briefly describe your reason(s) for requesting the Educational Scholarship.
- 2) Describe your financial wishes including the total cost of the program you will be completing.
- 3) Include the name of the program, dates for attending and a copy of the brochure or documentation, if available.
- 4) Include a list of all CMSNE activities for which you have taken part in or attended. (Examples include conferences, educational programs and/or meetings you have attended and/or helped onsite, officer participation, committee participation, authored articles for the newsletter, etc.)