

## ***Case Management Society of New England***

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**Policy # 19-99**

Revised January 15, 2020

### **Policy: CMSNE 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 national and online seminars/conferences, self-study courses, graduate schools, review courses, certification exams and public policy related education related to the practice of case management.
- 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, Boston Regional Continuing Care Nurses and the Vermont Chapter of CMSA and will continue to be available through:
- The interest earned through the Certificate of Deposit in which the money is kept.
  - Future money raised by fundraising events, donations, etc.
  - A minimum of 2 years of award funds, \$7200 will be protected from being awarded. If available funds fall below the anticipated \$3600 for the year, the committee will use discretion as to amounts of scholarship awards for the given year.
- Eligibility Educational Scholarship:** 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 for the educational scholarship:
- Maintain CMSNE membership in good standing for a minimum of 2 years prior to the application.
  - 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 as a CMSNE member.
- 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 Board of Directors.
- 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 Board of Directors 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 committee for "other" activities submitted.
- Applications will be reviewed on a revolving basis, up to 5 scholarships a year will be awarded, no more than 2 per quarter.
- Upon receipt in chapter office, all applications will be reviewed and determination will be sent to applicant within 30 days.
- Recognition of application awards will be made on CMSNE's website – Scholarship page. 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 \$600 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.

## **Eligibility Public Policy Educational Scholarship:**

The purpose of this Public Policy Educational Scholarship is to defray expenses related to educational endeavors pursued by active members of the CMSNE Public Policy Committee regarding Case Management related issues/advocacy/legislation.

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 Public Policy Scholarship. Members having been awarded a Public Policy 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 Public Policy Educational Scholarship
- Describe your financial wishes including the total cost of the educational endeavor you will be completing.
- Provide verification of active participation on the CMSNE Public Policy Committee during the last two years as a CMSNE member. (Recommendation from Public Policy Chair/co-Chair verifying active participation.)
- Include documentation regarding the request for Public Policy 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 Board of Directors.
- Applications will be reviewed and funding will be determined based on a recommendation by Public Policy Committee Chair, relation to Case Management Public Policy/Legislation.
- Applications will be reviewed on a revolving basis, 1 scholarship a year will be awarded. If the Public Policy Scholarship is not award by end of the 3<sup>rd</sup> quarter of the fiscal year, the funds will be made available to the general Educational Scholarship.
- Upon receipt in chapter office, all applications will be reviewed and determination will be sent to applicant within 30 days.
- Recognition of application awards will be made on CMSNE's website – Scholarship page. All scholarships will be awarded at the discretion of the reviewers and subject to denial.
- Public Policy scholarships awarded will be up to a maximum of 1 \$600 award annually, recipient must agree to serve one additional year on the CMSNE Public Policy Committee.
- Applicants can only apply for this award once every 3 years.
- 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:



Douglas Cushman, CMSNE President 2019-2021

Date: 1/15/20



## ***Educational Scholarship Application***

Name:	
Address, city, state, zip code:	
Preferred phone:	Email:
Current position held/employer:	
Student (please indicate enrolled program):	
CMSNE Membership number:	Member since:
If you have previously received a CMSNE scholarship, when:	

Applying for educational scholarship for:

<input type="checkbox"/> Conference (1+ days)	<input type="checkbox"/> Seminar	<input type="checkbox"/> Review Course
<input type="checkbox"/> Accredited/Degree Program	<input type="checkbox"/> Online course	<input type="checkbox"/> Self-Study Education
<input type="checkbox"/> Certification Exam	<input type="checkbox"/> Other:	

Program/Course Title:	
Date:	Program/course provided through:

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

Name:	
Contact information:	
Phone:	Email:

Name:	
Contact information:	
Phone:	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 within the last 2 years. (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.)

Submit to CMSNE, 74 Buckboard Rd., Duxbury, MA 02332  
or electronically to [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org)



## ***Public Policy Scholarship Application***

Name:	
Address, city, state, zip code:	
Preferred phone:	Email:
Current position held/employer:	
Student (please indicate enrolled program):	
CMSNE Membership number:	Member since:
If you have previously received a CMSNE scholarship, when:	

Applying for Public Policy Scholarship for:

<input type="checkbox"/> Conference (1+ days)	<input type="checkbox"/> Seminar	<input type="checkbox"/> Poster Presentation
<input type="checkbox"/> Day on the Hill	<input type="checkbox"/> Present Educational Session	
<input type="checkbox"/> Other:		

Program/Course Title:	
Date:	Program/course provided through:

Please include a letter from the Chair/Co-Chair of the Public Policy Committee who will endorse your application for this Public Policy scholarship based on your committee participation. Also include a letter detailing how your participation in this endeavor will contribute to the overall education of the chapter regarding public policy/legislation related Case Management.

Name:	
Contact information:	
Phone:	Email:

Name:	
Contact information:	
Phone:	Email:

Please submit a short essay including the following information:

1. Briefly describe your reason(s) for requesting the Public Policy Scholarship detailing how your participation in this endeavor will contribute to the overall education of the chapter regarding public policy/legislation related Case Management.
2. Include a letter from the Chair/Co-Chair of the Public Policy Committee who will endorse your application for this Public Policy scholarship based on your committee participation.
3. Describe your financial wishes including the total cost of the program you will be completing.
4. Include the name of the program, dates for attending and a copy of the brochure or documentation, if available.

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