**Central Ohio APIC, Chapter 053 Scholarship Policy**

The purpose of this policy is to establish guidelines for awarding scholarships to reimburse the cost of the registration for the APIC National Conference to chapter members.

The president elect will direct the scholarship program, with input from the other board members. This policy will be reviewed yearly by the Central Ohio APIC board. At the December Board meeting, the Board will decide how many scholarships will be available for the following year. This will be based on the funds available and the budget, therefore, the number of scholarships may vary from year to year.

In order to be considered for reimbursement for APIC National Conference registration, the following criteria must be met: The applicant must be a member of CO APIC, the applicant’s employer must not be reimbursing them for the registration, and applicants must be willing to make a presentation (oral or poster) to CO-APIC during a quarterly meeting during the year following the conference. Information will be provided to the attendees at the December meeting, including a copy of this policy, a copy of the Scholarship Application Form, and an explanation of the policy, and the number of scholarships available for the following year. Additionally, copies of the policy and the application form will be e-mailed out to the membership after the December meeting to ensure that all members are aware of the policy.

Scholarships will be awarded based on the following priority:

1. President, President-elect, Treasurer, Education Chairperson, and Secretary of the Central Ohio APIC Board.
2. Other members of the Central Ohio APIC Board.
3. Anyone who is presenting a poster at the conference.
4. First time applicants will be given priority over repeat applicants.
5. All other applicants.

If there are more applicants than there are scholarships available, recipients will be chosen based on the above categories and then randomly chosen. The president elect will choose recipients based on the above criteria the first week of March. Recipients will be notified by e-mail immediately.

Applications must be returned to the President-elect by February 28. Registration receipt will be presented to the CO-APIC treasurer for reimbursement. If receipt is presented to the treasurer at a quarterly meeting, the treasurer will immediately issue a check for reimbursement. If the receipt is mailed or e-mailed to the treasurer, reimbursement will occur within 2 weeks. The treasurer will inform the education chairperson of all persons who have received reimbursement, so that the education chairperson can coordinate a time slot for a presentation after the conference.