

# **Policy and Procedures**

Policy Title:			Policy Number
EDUCATION AND PROFESSIONAL PRACTICE SCHOLARSHIP		04	
APPROVED:			Date: 06/30/2017
President	Desiree Thomas		Date. 00/30/2017
Origination Date:	June 30, 2017	Effective Date: June 30, 2017	
Date Revised:	original		
Last Reviewed:			
Review Date:	June 2019		

#### I. PURPOSE:

In alignment with the mission and strategic plan of Trauma Managers Association of California (TMAC), the Association strives to financially support attendance for TMAC general membership meetings and educational events.

### II. POLICY / GUIDELINE:

TMAC provides reimbursement to members in good standing who are seeking assistance with registration fees and/or travel expenses to TMAC general membership meetings and educational events when other professional development and travel funds are not available.

#### A. General Guidelines:

- A member who receives a scholarship must be current in membership dues.
- Scholarship awards are limited to those without other sources of professional development and travel funding.
- 3. Each member is eligible to be reimbursed once per calendar year, as approved by a quorum of the board of directors, and within budgetary constraints.
- 4. The board will make available a maximum of \$1,500 available for reimbursement each year.
- 5. Where budgeted funds for education/travel expenses are insufficient to meet requests, funds will be granted on a first-come,



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- first-served basis. Other factors to be considered will include individuals who received funding in the preceding year.
- 6. Amount reimbursed will not exceed \$250 per member each year.
- 7. Funds awarded are to be used for TMAC education event registration fees, hotel, or transportation.
- 8. Members receiving funds for general membership meetings shall attend the meeting in person and be present for at least 80% of the meeting.
- B. Application for Scholarship Funding
  - A member must submit an Education and Travel Funds Application at least two months prior to a meeting or TMAC educational event toward which the scholarship will be applied.
  - 2. The TMAC Board of Directors (BOD) will evaluate the application according to compliance with the General Guidelines above.
  - At least one month prior to a meeting or TMAC educational event, the TMAC Treasurer will notify the member whether or not scholarship funds are available and will be awarded.
- C. Award of Scholarship Funding
  - 1. Within two months following the meeting or event, the member will submit the following to the TMAC Executive Assistant:
    - a. Receipt or proof of payment for TMAC education event registration fee, and/or
    - b. Receipts for associated hotel/transportation costs, and/or
    - c. A copy of CEU certificate for education event.
  - 2. Meeting attendance will be verified on meeting sign-in list.
- D. The BOD will review documents for completeness. Funds will be provided to the member within two months after BOD review.



### **EDUCATION and TRAVEL FUND APPLICATION**

Name and Credentials:
Job Title:
Employer:
Type of request: ☐ Travel expenses ☐ Registration fee
Reason for request:
□ Attend TMAC General Membership Meeting. Meeting Date:
☐ TMAC Education Event. Event date:
Event name:
Meeting/event location:
Traveling from:
Total amount requested:
Will you receive funding from other sources? □ No □ Yes If yes, amount:
Please email your application / documents / copies of receipts to:
Susan Watson

TMAC Executive Assistant SWatson@mvemsa.com

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