

## **APIC – NEW CHAPTER SCHOLARSHIP GUIDELINES**

**The chapter's purpose is to improve communication and networking among members and potential members, enhance educational opportunities at the local level, and provide a forum for advocacy of local and regional infection control issues. Expenses that enable the chapter to further those purposes are generally acceptable. Expenses unrelated to these purposes must be defensible for the prudent management of the chapter.**

APIC's tax exempt status may also be jeopardized if funds are used to benefit an individual member or non-member. However, the chapter board may authorize chapter funds to pay for registration and travel expenses of a member under the following conditions:

- When that member is representing the chapter
- When attendance at an event is directly related to chapter administration
- When that member has been asked to attend and to report back to the chapter

The overall benefit must be to the organization. For example, a chapter may subsidize the cost of a Chapter President to attend the APIC Annual Conference, and to attend the Chapter Presidents Meeting while there, as long as the Chapter President presents a report to the chapter membership of the proceedings of the Conference and Meeting.

**APIC Chapter Treasurers' Manual, Revised 2/07, page 12**

### **APIC NEW Chapter Scholarship Guidelines**

- *The purpose of the scholarship program is to encourage our members to seek out opportunities to educate themselves in Infection Prevention and Control. In return, we do ask the member to share what they learned.*
- Scholarships may be awarded at the discretion of the board
- The Scholarship money for a given calendar year reflects the current year's budget, if the scholarship money exceeds this amount, the board will need to approve additional funding.
- Member must be an active member with Chapter
- It is the responsibility of the member to initially cover all expenses of the event; this includes registration and travel arrangements. The chapter will reimburse the member following proof of payment.
- It is the member's responsibility to follow the event's cancellation policy if unable to attend the event.
- The only exception is the State of Wisconsin Seminar. All members receiving scholarships for the state seminar will have the seminar registration fee paid for by the Chapter Treasurer prior to the event. If the member is unable to attend the state seminar, he/she needs to notify either the Chapter President or Treasurer as soon as possible. It will be determined on a case-by-case basis from the Chapter Board if repayment to the chapter is necessary.

### **Member Scholarship Requests**

- Not to exceed \$500.00/calendar year for members
- Submitted 21 days prior to event

### **Officer Scholarship Requests**

- Not to exceed \$700.00/calendar year for current officers (president, president-elect, secretary, treasurer)
- Not to exceed \$600/calendar year for board members (3) and past president
- Additionally, the President, once during his/her term, will be awarded \$1000.00 for attendance at the APIC National Conference
- Additionally, the Treasurer, once during his/her term, will be awarded \$500.00 for attendance at the APIC National Conference
- Submitted 21 days prior to event

### **Submit completed application to Current Chapter Treasurer**

<http://www.wisconsinapic.org/NorthEastern.html>

