

**SCNA CHAPTER AWARD
FUND REQUEST FORM**

Date Submitted: _____
For Awards Cycle: _____ January 1- April 30, 20__ (due November 15)
_____ May 1- August 31, 20__ (due March 15)
_____ September 1-Dec 31, 20__ (due July 15)

CHAPTER NAME: _____

CHAPTER CONTACT PERSONS :(include name, address and email)

1. Chair _____
2. Vice chairperson _____
3. Secretary- Treasurer _____
4. Members- at -large (2) _____

PERSON REQUESTING FUNDS: _____

Chapter Responsibility (if not listed above): _____

PURPOSE OF REQUEST: Please state in terms of: 1) perceived need (i.e. for nursing – include any relevant supporting data or statistics); 2) input received from chapter membership (i.e. how membership was involved in decision regarding need for activity); 3) focus/audience (i.e. task is not too broad to be successful/limited)

HOW THE ACTIVITY WILL ADDRESS SCNA PURPOSES AND FUNCTION: Define how the purpose or function will be enhanced.

EXPECTED OUTCOMES/OBJECTIVES: Describe project activities and anticipated results.

A. Correspondence/Communications (e.g. postage, stationary, etc.)

B. Workshop/Sponsorship

Is CE to be offered through event? (CIRCLE ONE) YES NO

If yes, who will be responsible for creating the application through the CEPC?

(Please contact SCNA for guidelines/timeline for submissions)

C. Legislative Contacts

D. Attendance of National Conference/Workshop/Committee, etc.

E. Meetings/membership drive/festivity, etc.

F. Other

EVALUATION PLAN: Relate plan to SCNA purposes/functions to be addressed. Include:

1. Plan for documenting achievement of the objectives.
2. Criteria for success of the activity.
3. If/How data will be gathered.
4. Person responsible for evaluation/components.
5. Any test instruments/questionnaires to be used.

BUDGET FOR ACTIVITY: Itemize all expected expenditures with justification as needed (May attach a budget work sheet if necessary).

Budget must:

1. Support proposal (appropriate for planned activities).
2. Demonstrates commitment by providing matching funds in the form of existing resources, contributions or newly secured funds.
3. Includes all items paid for by matching funds
4. Includes indirect costs contributed by the Chapter and others.

**Funds remaining at the end of the award period shall be reported to the Commission of Chapters. If the unspent amount is less than 20% of requested funds, that amount can be credited over to the next chapter award cycle. If the amount is greater than 20% of amount request, a check should be enclosed with the financial and project narrative reports - made payable to SCNA.

Example: Thanks to PMH Council

Itemized Budget Request _____ Chapter

| Activity | Purpose | Amt. Requested | | |
|---|---|---|--|----------|
| Member recruitment by mailings to new SCNA members and others identified as possible Chapter members | Fits all 4 SCNA purposes | Stationery \$ | | |
| | | Postage _____ | | |
| | | Subtotal \$ | | |
| Communication with state and federal legislative branch | <ul style="list-style-type: none"> • Promote the welfare of nurses • Promote better health care for all people | Stationery \$ | | |
| | | Postage | | |
| | | 1 Conference call for Exec. Cmte. _____ | | |
| | | Subtotal \$ | | |
| Workshop clinical topic (based on estimated attendance of 35 persons, workshop held at SCNA) Registration would hopefully cover expenses. | <ul style="list-style-type: none"> • Promote the professional and educational advancement of nurses • Promote high standards of nursing | Speaker honorarium \$ | | |
| | | Speaker travel | | |
| | | 1 Conference call for planning cmte. | | |
| | | Publicity (mailed fliers) | | |
| | | Printing handouts | | |
| | | Catering (coffee/muffins,box lunch) _____ | | |
| | | Subtotal \$ | | |
| Send two representatives to LEAD Summit in San Antonio, TX, May 17-19, 2007 | <ul style="list-style-type: none"> • Promote the welfare of nurses | Registrations \$ | | |
| | | Airline tickets | | |
| | | Hotel (2 nights) | | |
| | | Shuttle | | |
| | | Meals _____ | | |
| | | | | Subtotal |
| Send two representatives to ANA Quadrennial Policy Conference, June 20-22,2007 in Atlanta | <ul style="list-style-type: none"> • Promote the professional and educational advancement of nurses • Promote high standards of nursing | Registrations \$ | | |
| | | Travel (car mileage) | | |
| | | Meals | | |
| | | Hotel _____ | | |
| | | | | Subtotal |
| | | Total \$ Request | | |
| Any Chapter matching funds | | \$ | | |
| Indirect costs contributed by the Chapter/other resources | | \$ | | |
| TOTAL AWARD REQUEST \$ | | | | |