

# Application for SDNAHN Professional Development Funds (PDF)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Describe participation in SDNAHN events and dates:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Brief description of request for PDF:**

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**Please submit any receipts and an official course description with this request.**

I acknowledge that I attended the above described event. I was not reimbursed by any employer, grant or other source for my expenses. I do agree to “give back” to SDNAHN by: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SDNAHN Board Use Only:**

Amount requested: \$ \_\_\_\_\_

Activities verified:

1. \_\_\_\_\_

2. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Amount granted: \$ \_\_\_\_\_

Return activity will be: \_\_\_\_\_

Deadline for completion of activity: \_\_\_\_\_

Date of award: \_\_\_\_\_ Check # \_\_\_\_\_

SDNAHN Representative signature: \_\_\_\_\_

Title of SDNAHN Representative: \_\_\_\_\_

## Criteria for receiving Professional Development funds:

1. Must have a valid SDNAHN membership, and be a member in good standing. All board members are eligible to apply for these funds.
2. Must have attended 2 SDNAHN functions in the 6 months prior to the request.
3. Application will be reviewed by the board at the board meetings. Deadline for submission will be 7 days before the board meeting as listed on the SDNAHN website. The application may be submitted by email, US mail, or may be hand delivered to the president, or vice president only. The decision of the board is final.
4. PDF will **reimburse** a member's expenses related to research, traveling to conferences especially if presenting, specialty exams, certification classes or exams, or any of several other expenses related to professional development.
5. The educational event must have occurred within 6 months of the date of application on the PDF form.
6. The funds will be \$50-\$300. Funds are available on a first come first serve basis, until funds are depleted for that calendar year. Amount awarded will be determined by the board after careful review of application. The board reserves the right to deny any applicant for any reason. In the event of a tie vote, the president shall cast the deciding vote.
7. Any applicant awarded a PDF will be required to give back to the organization by submitting an article for the newsletter, making a presentation at a general or board meeting, or some other method to be agreed upon by the board and applicant. **Payment will be made upon completion of the agreed upon task.**
8. These funds are NOT for expenses reimbursed by an employer, grant, or other funding source.
9. These funds are NOT for books, tuition or other expenses related to attending an ongoing academic program—please apply to the scholarship for those funds.
10. Scholarship winners for the previous year and non-licensed student members are not eligible for these funds. Student members are encouraged to apply for the annual scholarship.
11. If a board member applies for PDF, that person will not be eligible to vote upon their award, and must step out during the deliberations. If the president applies or is absent the order of decision making will be vice president, immediate past president, secretary, treasurer.
12. Only completed, legible applications with supporting documentation will be considered.