

**SECTION:** Administration

**ORIGINATED:** July 2019

**SUBJECT:** Awards, Member Funding

**REVISION:**

**BACKGROUND:**

IPAC-SWO Chapter Funds will be allocated annually to support eligible IPAC-SWO members to attend the IPAC Canada National Conference

**POLICY:**

1. An amount predetermined in the annual budget will be set aside each year to support IPAC-SWO members to attend the IPAC Canada National Conference.
2. The total amount of funding available for members will be dependent on available funds.
3. An ad hoc Funding Review committee will be struck by the President and will include the President-elect or Past President, the Treasurer and two non-executive chapter members that are not attending the IPAC National Conference. Call for interest will be sent out by the president for the two non-executive chapter members.
4. Applications for funding will be assessed based on both the applicant's funding needs, and the accumulated score generated by the "*Scoring Criteria –IPAC-SWO Funding*" form.  
See [Appendix A.](#)
5. Expenses will be reimbursed (to the maximum funding awarded) after the conference and upon submission of receipts to the Treasurer. All receipts are due to the Treasurer within 30 days of the completion of the Conference.

**PROCEDURE:**

1. The President will announce to the membership funding available for chapter members to attend the IPAC Canada National Conference and review criteria for application at the first Business meeting of the year.
2. The Secretary will include details of the application process in the meeting minutes.
3. The Webmaster will ensure that the IPAC-SWO Funding information and application is available on the Chapter website.
4. Applications for funding are submitted to the President by March 31<sup>st</sup>, or a date determined by the President, of the conference year. See [Appendix B.](#)
5. The President will provide copies of the applications to each member of the Funding Review committee.
6. The Funding Review committee will review all applications, complete the scoring assessment for each applicant within 30 days and provide the President with the approved funding amounts.
7. The President will notify all applicants of the results by e-mail, copying the Treasurer on all correspondence.
8. Chapter members who attend the IPAC Canada National Conference with monetary support of the Chapter will present a 5 min (max 5 slide) PowerPoint presentation at the next available Chapter Meeting and Education Day. The presentation will share IPAC learnings /significance of one presentation/poster from the Conference.

## Appendix A

## Scoring Criteria – IPAC SWO Funding

Membership	Check the applicable answer
< 2 years	<input type="checkbox"/> 1 point
3-4 years	<input type="checkbox"/> 2 points
> 5 years	<input type="checkbox"/> 3 points
<b>Actively involved in IPAC SWO</b>	
Executive: _____	<input type="checkbox"/> 4 points
Education Committee member	<input type="checkbox"/> 2 points
Member Special Interest Group: 1. _____ 2. _____	<input type="checkbox"/> 1 point <input type="checkbox"/> 1 point
Regular Attendance	<input type="checkbox"/> 3 points
Occasional Attendance	<input type="checkbox"/> 1 point
Abstract, poster, oral at IPAC Canada National	<input type="checkbox"/> 3 points
Education Presentation at Chapter	<input type="checkbox"/> 2 points
<b>Received Previous IPAC SWO Funding</b>	
1-2 years ago	<input type="checkbox"/> 1 point
>2 years ago	<input type="checkbox"/> 2 points
No previous funding	<input type="checkbox"/> 3 points
<b>CIC Certified</b>	
Yes	<input type="checkbox"/> 4 points
<b>TOTAL Points:</b>	_____ points
Insert Additional External Funding amount they will be receiving:	\$ _____
Insert Amount to be awarded from IPAC SWO Chapter:	\$ _____

Appendix B



## IPAC Canada National Conference Funding Request

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

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Member of IPAC SWO: ☐ Yes ☐ No Member since: \_\_\_\_\_

### Criteria

1. Member of IPAC SWO:

- ☐ <2 years
- ☐ 3-4 years
- ☐ 5 or more years

2. Actively involved in IPAC SWO:

- ☐ Executive
- ☐ Member of education committee (and not on the executive)
- ☐ Member of a special interest group who provides updates to the membership. Please identify the special interest groups:

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

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

- ☐ Regular attendance at IPAC SWO Chapter Meetings/Education Day/Session (>50%) in previous year
- ☐ Occasional attendance at IPAC SWO Chapter Meetings/Education Day/Session (<50%)
- ☐ Abstract, poster or oral presentation for the up-coming IPAC Canada National Conference
- ☐ Provided education session to the Chapter in past two years

3. Received previous conference funding by IPAC SWO:

- ☐ 1-2 years ago
- ☐ >2 years ago
- ☐ No previous funding

|

4. Additional Funding Source:

- ☐ Receiving no other assistance
- ☐ Receiving assistance from other sources. Please provide more information in the table below:

Expense (e.g. Airfare)	Amount (e.g. \$445)	Details (e.g. Return travel between London and Winnipeg)
TOTAL		

5. CIC Certified:

- ☐ Yes
- ☐ No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewer – PRESIDENT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewer – PRESIDENT-ELECT/PAST PRESIDENT

\_\_\_\_\_  
Date