

## **Scholarships and Awards**

- **SGNA Annual Course**

### **Attendance Policy:**

NESGNA Board of Directors may elect to bestow educational scholarships to members annually.

### **Objective:**

To promote and support educational opportunity for NESGNA members.

### **Procedure:**

Two scholarships in the amount of the SGNA Annual Course registration fee will be awarded to NESGNA members to help defray the cost of attending the SGNA annual course.

NESGNA members must submit an application form to be eligible for the drawing.

The scholarships are presented at a NESGNA meeting. They will be randomly drawn from the submitted applications.

The awarded scholarship must be used the same year it is awarded, and is nontransferable. Proof of attendance must be submitted to the current NESGNA Treasurer within 60 days of the course completion. Verification must be in the form of a completed copy of the SGNA Continuing Education Contact form.

Winning members awarded this scholarship are ineligible to re-apply for a three-year period.

- **Certification and Recertification**

### **Procedure:**

SGNA members who successfully pass the ABCGN certification exam are awarded a \$100 stipend, and members that recertify are awarded a \$50 stipend. Members must provide proof of a passing grade or contact hour re-certification approval to the current NESGNA Treasurer within six months of the year certification or re-certification renewal.

- **Honorarium**

**Procedure:**

Course speakers receive an honorarium based on the current SGNA rate for each contact hour of their presentation.

Out of state speakers may be offered an overnight hotel accommodation where the educational program is held.

- **Cancellation/Re-scheduling NESGNA educational program**

**Policy:**

The NESGNA Board of Directors will determine when an educational program needs to be cancelled or re-scheduled.

**Objective:**

To establish criteria and guidelines in the event an educational program needs to be cancelled or re-scheduled.

**Procedure:**

An NESGNA educational meeting will be cancelled only when a State of Emergency is declared in Massachusetts. Program cancellation will be announced on local television/radio programs. Every effort will be made to re-schedule the program. Registration fees will be applied to re-scheduled program. Individuals unable to attend the re-scheduled program must apply for a refund from the current NESGNA Treasurer within 60 days of the course cancellation. Arrangements for substitute speakers will be made if necessary.

## **NESGNA Board of Directors Application**

### **Policy:**

NESGNA members may apply for positions on the Board of Directors.

### **Objective:**

To promote and support active involvement and diversification at the Board of Directors level.

### **Procedure:**

Interested NESGNA members can apply for open positions on the Board of Directors by completing an application process. Applications forms are available on the NESGNA website. Interested applicants must submit a completed application form to the Chairperson of the Nominations and Election Committee by the specified date. NESGNA members must receive the ballots 30 days prior to the specified return date. Completed applications must be received 2 weeks before the November meeting. Voting in the election is restricted to NESGNA members. In the event of a tie, a re-vote will be scheduled in accordance with SGNA bylaws.

## **Changes to Seminar Agenda**

### **Policy:**

NESGNA Board of Directors will have a protocol to accommodate a change to a seminar agenda.

### **Objective:**

To establish guidelines and a process to ensure changes are made in an equitable manner. Changes to the Seminar Agenda are granted for extreme circumstances only, such as an illness, or unexpected emergency.

### **Procedure:**

Notify the NESGNA President in the event a change is necessary. He/She will determine if the change meets the criteria. Once the President deems the change necessary, he/she will contact all the other speakers to facilitate a mutually agreed upon change. The President will notify the BOD member responsible for printing the agenda with the update. If the agenda is already printed, an updated agenda will be posted at the registration desk on the day of the meeting. The President will announce the change during her pre-seminar talk.

## **Seminar Registration Cancellation Policy:**

### **Policy:**

Attendees must follow specific guidelines to qualify for registration refund.

### **Objective:**

To ensure qualified attendees receive refunds when eligible.

### **Procedure:**

Attendees send the completed registration form, and a check to the current NESGNA Treasurer. Registration information must be received 7 days before the seminar is held. The registration fee applies only to current seminar and is not transferable to future educational offerings. No refunds will be granted 7 days prior to the program date. Absolutely no walk-ins are allowed on the day of the seminar.

(Updated & Reviewed July 2017)