



**Ivinson Memorial Hospital Foundation
Award for Professional Development**

Effective July 1, 2019

Submit your application using the online [form](#) in order to be considered for the Award.

The scholarship committee will review applications at the end of each quarter, and recipients are eligible for up to \$250. The committee will review your application and give you a response as soon as possible. **Please submit your application within 90 days of completing your training or event. All scholarships will be awarded retroactively to the course or training you attended.**

POLICY

The new scholarship program will begin in July 1, 2019 as a combination of the Sandy Joy—Kris Kramschuster Scholarship, the Employee Education Scholarship, and the Inge Townsend Nursing Scholarship funds. The goal of this scholarship is to develop a sustainable award program that promotes employee professional development.

APPLICATION STANDARDS

Application:

The application is available at [here](#).

Eligibility:

The following eligibility requirements shall apply:

- 1) Have been IMH employees for at least one year.
- 2) Not planning to resign in the next six months.
- 3) The training/event completed within the last 90 days of application submission.
- 4) Was paid for by applicant and not IMH department
- 5) Employee has not had any disciplinary instances in last 12 months

Procedures:

All applications must complete the online form to be considered for the award. At the end of each quarter, the committee will review applications and choose award recipients based on the merit of the training and the impact it has had on exceptional care at Ivinson.

The committee will award up to \$6,000 per year. This amount will be divided evenly among quarters, to provide each quarter with \$1,500 in scholarship funds to award. The maximum award is \$250 per individual.





Applicants seeking scholarship funds may apply multiple times in the year, but they can only receive funding once in a calendar year. All funds provided are grants which do not need to be repaid if the applicable guidelines are followed. If an applicant resigns within six months of receiving scholarship funds, he or she will be expected to repay the total amount of the scholarship.

The committee will meet quarterly to review applications and select award recipients. Each meeting will be held at the end of a quarter in order to review applicants from that quarter. The committee will use a scoring matrix to objectively choose which candidates receive the award. The committee will also meet at least once per year to review the scholarship application and procedures.

The committee will consist of five or seven voting members. Whenever a committee member chooses to resign, that member will present a candidate to take their place, and committee members will vote to approve the new member. The committee will always include both clinical and non-clinical staff.

Scholarship funds will be invested with other Foundation assets with First Interstate Bank Wealth Management in order to help maintain funds. The committee will keep an eye to any fluctuation in total funds to ensure that the scholarship fund continues to be sustainable.

Recipients of the award are expected to promote the program and could be publicly recognized after receiving the award.

The committee may decide to award an amount different than the individual maximum depending on the requests made in a specific quarter.

