

Appendix D: Conference/Workshop/Seminar/Non-Credit Course Application Form

(Page 1 of 2)



**Operating Room Nurses
Alberta Association**

ORNAA Conference/Workshop/Seminar/Non Credit Course Application Form

Criteria Information

- It is the member's responsibility to clarify any questions regarding application.
- To apply for funding, applicants must be an **active member/associate of ORNAC and have held a membership in the membership YEAR PRIOR to the funding application.**
- In the membership year prior to the funding application, an applicant must have attended at **least TWO (2) district meetings or ONE (1) district meeting and ONE (1) provincial or national education session, conference or teleconference.**
- It is the member's responsibility to ensure their attendance is verified (e.g., signing attendance book and/or retaining certificate of attendance as proof).
- The applicant must **submit the completed application form for funding to any District Executive member/hospital representative for review at a District Board meeting PRIOR to the educational event** for which funding is being requested.
- Priority will be given to conferences, workshops, seminars or non-credit courses, which are related to perioperative nursing practice. Approval for other education events will be at the discretion of the District Board. Non-credit courses refer to those courses NOT included in the Bursary and Special Education Funding Guidelines.
- Budget permitting, an eligible member may apply for 75% of costs incurred to attend a conference, workshop, seminar, or non-credit course, to a maximum of \$500 annually or an amount determined by the District Executive.
- Members are encouraged to apply to alternate sources for funding, however, total funding cannot exceed 100%.
- ORNAA recommends to districts that monies to members not be granted until completion of the conference, workshop, seminar and/or non-credit course.
- **Upon completion of the educational event and prior to receiving funding, the district member must submit receipts and a written article (to the district treasurer) or do a 20-minute formal presentation to their practice setting (verification by clinical educator/designate must be submitted to district treasurer).** Topic/subject for written article or verbal presentation can be original or can be a review/summary from the conference/workshop/seminar attended.
- Members have **3 months (90 days)** following the event to submit the receipts **and** the written article **or** complete the formal presentation in order to receive funds.
- At the discretion of the District Board, the eligible expenses include:
- Travel (for out of town conferences only):
 - airfare, bus fare, ground transportation (i.e., to/from airport/bus depot to hotel destination);
- Accommodation (for out of town conferences only):
 - based on double occupancy, and may include equivalent nights as number of conference days plus one (depending on location/distance/travel limitations);
- Registration:
 - registration and conference social events as listed in the conference program will be considered.

Personal Information

Full Name: _____

Last First

Address: _____

Street Address

City Province Postal Code

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(Page 2 of 2)

Home Phone: _____ Alternate Phone: _____

Email: _____

ORNA District: _____ Member Status
Last Year (Circle): **YES** **NO**

List Meetings/
Conferences
Attended: _____

Place of Work Information

Employer: _____ Manager Name: _____

Work Location: _____ Work Email: _____

Course/Seminar/Workshop/Conference/Non-credit Course Information

Title of Educational Event: _____

Location (Ex: Red Deer): _____ Date(s) of Course: _____

Registration Cost: _____ Travel Cost: _____

Accommodation Cost: _____ Total Expenses: _____

Have you requested funding
from other sources (Circle): **YES** **NO** If Yes, List sources
& amount: _____

Applicant Signature: _____

For Office Use

Member status (Circle): **Yes** or **No**

Reviewed (Date): _____

Application (Circle): **Approved** or **Denied**

Confirmation letter sent (Circle): **Yes** or **No**

Article/Presentation Received (Date): _____

Monies Given (Amount/Cheque #): _____

Original Receipts MUST be submitted to District Treasurer. If NO article is written or verification of a 20 minute formal presentation is submitted, monies may be WITHHELD by the district executive