

Conference Scholarship Application

You can save and print this application and email back to Barb Martelli at: Barbara.Martelli@healthsouth.com as an attached file.

You can also send the application via regular mail at the address below:

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FSARN Conference Scholarship Application Checklist

Complete and submit all pages of the application form
The requested information for the narrative is as follows:

- Region 3: Suggestions on bringing in new members and retention of existing members at both the state and local levels.
- FSARN: Recommendations on how FSARN can be more effective for the membership.
- ARN: Provide a short essay involving your practice as a rehabilitation nurse. Winners may be published in the FSARN newsletter.

Requirements for all scholarship applicants:

- All recipients regardless of conference scholarship applying for are expected to help with the FSARN Conference and will be contacted by the Program Chair to arrange that assistance. Please see the attached list of pre/on-site/post conference activity suggestions.
- Provide a copy of your ARN membership card
- If you are submitting district office, committee involvement, attendance or other local activity as information for consideration, please have your district president sign the application as verification of information provided
- Application must be postmarked 30 days prior to the early registration deadline date for the conference
- You must register yourself for the conference. Scholarship money is issued as a reimbursement only and is nontransferable
- Recipients will be limited to one conference scholarship per year to allow assistance to a greater number of members

Applicants will be notified one week after the early registration date of the status of the application and any awards given.

Scholarship monies are issued as a reimbursement only and are non-transferable. If you have been awarded a scholarship and are unable to attend the conference, please notify the chairperson immediately.

Conference Scholarship Selection Criteria

It is foreseen that there may be a greater interest in receiving a scholarship than there are monies to grant. In order to assist in selecting recipients, and rewarding those who actively participate in the association, a point system has been developed. The following activities provide an opportunity to accumulate points. Please mark all those that apply to you.

___ ARN Member (1) ARN # _____ Exp Date: _____

_____ FSARN Member (2)

_____ District Member (2)

District: _____

_____ Writes an article for the FSARN Newsletter (2)

_____ Secures a paid ad for the FSARN Newsletter (2)

_____ Secures a paid ad for the District Newsletter (1/ad)

_____ Obtains Sponsors/Exhibitors for Annual Conference (1/ 2)

_____ New Member recruitment (1 for each new member)

List member(s): _____

_____ Meeting Attendance (1 for consistent attendance)

_____ Holds an office within the organization (1)

Identify office: _____

_____ Chairs a District Committee (2)

Identify Committee: _____

Total Number of Points: _____ (for committee use only)

FSARN Conference Activity/Tasks that may be assigned for Scholarship Applicants

Pre-Conference Activities/Tasks

- Solicit and secure vendors/sponsors
- Write articles for the newsletter updating the membership of the upcoming conference
- Solicit items for silent auction, raffle, etc
- Assist with printing tasks if appropriate/needed
- Assist with putting together, proof reading brochure
- Assisting with creating name tags
- Offering assistance to the Conference Chairs as needed/requested:
 - Program Chair
 - Brochure/Mailing/Communication Chair
 - Vendor/Sponsor Chair
 - Finance Chair

On-site Conference Activities/Tasks

- Preparing for early registration- setting up tables, etc
- Stuffing bags/Name tags
- Registration table for two hour time slots
- Timing of speakers
- Introducing speakers
- Assisting where needed, being a resource, etc
- Helping with breaks and being a runner for those at the registration desk
- Collecting evaluations after each day
- Handing out certificates after each day
- Ensuring vendor needs are taken care of
- Balloons if having
- Help with signage if needed

Post-Conference Activities/Tasks

- Tallying the participant evaluation forms and summarizing comments and suggestions
- Thank you notes to the speakers
- Thank you notes to the vendors