



IPAC Newfoundland Labrador (IPAC-NL) GUIDELINES FOR FUNDING

1. Applicant must be a member of IPAC Newfoundland Labrador for a period of one membership year.
2. Applicant must attend at least 50% of teleconference **sessions for the previous year**. Funding applications are available from IPAC-NL **Secretary/Treasurer/President/Website**.
3. Applicant must contribute regularly to the work of the Chapter (i.e.; assume executive positions, participate in planning and conducting educational events, and attend of Chapter meetings.)
4. Requests for funding should be provided at least a month in advance to the IPAC executive; All requests will be reviewed on as needed basis. Funding requests may include certification and recertification, infection control conferences, or seminars.
5. The amount up to \$300.00 can be awarded for provincial funding and \$500.00 can be awarded for national funding.
6. The IPAC-NL executive, according to budgeted funds, will approve applications for the education request based on current financial resources.
7. Applicants who have received funding in the past 2 years will only qualify for funds if there are no other qualified applicants.
8. Receipts for travel, accommodations (sharing of accommodations is expected) and registration must be forwarded to the treasurer upon return from the conference within 30 days. **NOTE:** Ensure all receipts have HST included.
9. The chapter president will be funded by IPAC NL Applicants must apply for other sources for education funding (i.e.; ARNNL, Scholarship-specifically IPAC Canada chapter presidents fund, Employer, etc.). . If the education session is not availed of, all monies must be refunded to the IPAC-NL treasurer within two weeks of cancellation. ***NOTE:** Ensure all receipts have HST included.
10. All approved applicants are expected to attend the full conference. During the national conference applicants are expected to attend the pre-conference days and any assigned special interest group meetings as well. Upon return all funded members are expected to present their learnings at an IPAC NL meeting.