

<b>Title: Committee: Scholarship Committee</b>	<b>Number:</b>
<b>Cross Reference:</b> Ad hoc Committee	
<b>Approved by:</b> Texas State Council Board of Directors	<b>Origination Date:</b> 07/15/2021
<b>Revised by:</b> Scholarship Committee	<b>Approval Date:</b> 09/18/2022
	<b>Revision Date:</b> April 8, 2022

**I. PURPOSE:**

To award academic and conference scholarships annually to support of the development of emergency nursing practice.

**II. BACKGROUND/DEFINITIONS:**

1. **Membership:** Current active ENA member.
2. **Scholarship review sub-committee members are not eligible to apply for an academic scholarship during the committee membership.**
3. **Qualifications of Chairperson/Vice-Chair:**
  - a. Have attended at least two (2) Texas State Council General Assembly meetings in the previous year.
  - b. Current member of the Committee

**Terms of Office: 3 years**

- a. Year 1 – Vice-Chair
  - b. Year 2 – Chair
  - c. Year 3 – Chair with Vice-Chair
4. **Composition:** The Scholarship Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD)
    - a. Chair
    - b. Vice Chair
    - c. Committee members
    - d. State Council BOD Liaison
  5. **Vacancies**
    - a. Chair – Filled by the current Vice-Chair
    - b. Vice-Chair – Appointed by the Texas State Council President and approved by the Texas State Council BOD.

The **Scholarship Chair** has the following responsibilities:

1. Develop and distribute meeting agendas and reports from committee meetings
2. Conduct and chair Committee meetings quarterly and as needed to complete identified tasks.
3. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified means.
4. Develop and submit for approval an annual committee budget.
5. Serve as mentor to Vice-Chair
6. Review candidate's information prior to **3<sup>rd</sup> quarter** committee meeting to verify applications are complete and applicant is eligible.
7. To preside over the process for determination of awards.
8. Provide newsletter chairperson with names of applicants that have received a dollar award to be included in the last newsletter of the calendar year.
9. Notify all applicants of the outcome of their application
10. Promote the scholarship application process across the state of Texas

The **Vice Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD.
3. Promote the scholarship application process across the state of Texas

The Committee **Members** has the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges.
2. Promote the scholarship application process across the state of Texas.

3. Serve as an application reviewer as requested by the chair.

### **III. PROTOCOL/PROCEDURE:**

Scholarship Funds: The Texas ENA Board of Directors will determine available funds for the operating budget annually. The Scholarship Review Sub-Committee will determine the allocation of assigned funds for the academic scholarships and/or continuing education grants. Funding academic scholarships will take preference to funding continuing education grants. The Texas ENA Treasurer will manage scholarship/grant funds distribution in conjunction with the Scholarship Committee Chairperson.

#### **1. Academic Scholarships**

- a. Scholarships will be awarded yearly on a competitive basis to Texas ENA members who are currently enrolled a matriculated in a state approved and nationally accredited (NLN-AC, ACEN, or CCNE) professional nursing program leading to an associate degree, baccalaureate, masters, or terminal degree (PhD, EdD, DNP) in nursing; or enrolled in RN to BSN completion, RN to MSM completion, Paramedic to AND or BSN completion, or BSN to PhD or DNP completion nursing program.
- b. On an annual basis, the Scholarship Committee will determine and publish eligibility criteria for each scholarship, monetary awards, and conduct a competitive process for awarding available scholarships. Sponsored scholarships may have predetermined criteria and monetary awards assigned by the contributor.

#### **2. Continuing Education Grants**

As Texas ENA budget allows, the ENA Board of Directors may assign available grant funds for continuing education registration reimbursement for Texas ENA members. Applications are accepted on a quarterly basis. Preference is given to ENA sponsored continuing education.

- a. The Scholarship Committee will determine and publish eligibility criteria, application, and number of grants available (e.g., ENA annual meeting: ENA member for 3 years and 50% of registration fee; Texas ENA state education event: ENA member for 1 year 50% of registration fee; Chapter education event: ENA member for 1 year and 50% of registration fee; TNCC/ENPC/CATN: ENA member for 1 year and 50% of registration fee)
- b. One continuing education grant per year for each ENA member can be awarded.
- c. General Assembly delegates are eligible for a continuing education grant from this fund.

3. Scholarships are awarded to one or more qualified applicants who are seeking to further his/her education. The Board of Directors will determine funding for the scholarships on an annual basis.

- a. **Category 1 (Undergraduate):**

Awards in this category will be given to selected applicants seeking:

Initial Degree in nursing

Undergraduate degree in nursing (BSN)

ADN to BSN and Paramedic to RN

Awards in this category will be given to selected applicants as available:

- b. **Category 2 (Graduate):**

Post-graduate degree in nursing (i.e., MSN, MS)

Awards in this category will be given to selected applicants pursuing Advanced Practice or Doctoral Degrees.

- c. **Category 3**

Other special scholarships may be offered as available.

4. Scholarship Applicant Eligibility Requirements

All Applicants must:

- a. Be a TxENA member, either living in Texas or attending school in Texas
- b. Have a 3.0 Grade Point Average (GPA)
- c. Attend a NLN or CCNE accredited school
- d. Scholarship applicants may not attend the Scholarship Review and Selection Subcommittee as a member or guest.

5. Application Guidelines

- a. All applications are due by designated date posted on [www.TxENA.org](http://www.TxENA.org).
- b. Applicants must submit a resume with CV.
- c. References must be current and specific to the scholarship application. Two letters of reference are required, one of which must come from an ENA member.

- d. Applicants are eligible to re-apply annually regardless of award status. The named scholarship may only be given to the same applicant once every four (4) years.
  - e. Applications will not be reviewed after the deadline.
  - f. Submission of an application must be done in its entirety after all documents, including certifications/licensures, letters of recommendation, transcripts, and the application itself, have been completed to one document. W9 must be signed by applicant. Questions reading the application will be directed to the Scholarship Chair or Vice-Chair.
6. Application Review Process
- a. Applications will be reviewed by the TXENA Scholarship Review Sub-Committee including the total points awarded for each section.
  - b. Applicants should give careful consideration to the following as these are the keys element considered by the committee:
    - i. Statement of Professional/Educational Goals: These will be reviewed for clarity and content. This statement is limited to 500 words and must include goals directly related to emergency nursing. Statements over 500 words will have point deduction. Professional involvement including honors, achievements, presentation of the application, ENA activities and years of service in ENA.
    - ii Professional Association Involvement: Membership is a minimum requirement. The committee will look for evidence of active involvement such as work on committees, meeting attendance, teaching in organization sponsored events, attending conferences, etc.
    - iii Quality of reference letters submitted in support of the applicant: It is required that one letter be from an ENA member. The second letter of recommendation should come from a colleague.
    - iv Overall presentation of the application: This includes the application's readability, coherence between sections, consistency between the goal statement and professional activity as well as spelling, syntax, grammar of all narrative portions of the application.