

Request for AORN Chapter 4409 Educational Grant

Please complete the following and submit to the chapter's treasurer to obtain approval for attendance No Later Than Thirty (30) days prior to day of the event. You will receive notification from the Committee chair of approval or disapproval of your request within ten (10) working days. Maximum grant allowed for any conference attended is \$ 2 5 0 . This amount is subject to approval and chapter fund availability.

(Please Print)

Full Name: _____ Today's Date: _____

AORN Member ID # _____ Phone#: _____

Chapter position(s) held: _____ Email _____

Conference Title: _____ Location: _____

Date of Conference: _____

Did you receive any funds from your employer? Yes _____ No _____ If yes how much? _____

Please attach a copy of the conference announcement/brochure description along with a copy of CEUs obtained.

If approved, I acknowledge that my intention is to attend the stated conference for which I have requested funds. If I cancel my attendance, I must alert AORN Chapter 4409 immediately and return all funds awarded. Failure to do so will result in disciplinary action that could include removal from the chapter and charges being sought.

Member Signature _____

Date _____

Official Office Use

This request is: Approved _____ Denied _____ Grant Amount Authorized _____

Comments:

Signature of Committee Member _____

Date: _____