

**Section: SCAPAN PROGRAMS**

**Number: 300.01**

**Subject: POINT SYSTEM AWARD**

**Date: Revised 07/04  
Reviewed 7/07**

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**Purpose:** To provide an educational monetary award – monies are awarded for expenses specific to nursing and may be used for tuition, continuing education programs, and workshop or conference fees or for academic career advancement programs.

**Eligibility:** You must be a member of ASPAN/SCAPAN for the full 12 months the points are earned and currently working in perianesthesia nursing. Members of the executive committee (SCAPAN officers) are not eligible for the award during their term in office. Eligible members may not win more than once in a three (3) year period

**Procedure:**

- A. Points are acquired from January 1<sup>st</sup> to December 31<sup>st</sup>.
- B. The completed Point System Award must be submitted to a current SCAPAN Board member by January 10 yearly. (Forms are available from any SCAPAN board member or in every “Eye Openers” edition.
- C. Verification of each item must be submitted with the completed Point System, i.e.:
  - Certificates of attendance for meetings, continuing education programs
  - Photo copy of any published article
  - Confirmation of hospital, district, state committee service by chairperson
  - Copy of current SCAPAN and ASPAN membership card
  - Copy of all certification cards

**Award:** One Point System Award winner yearly – maximum award \$300 dollars to the one member with the highest total point score.

One dollar (\$1.00) per point will be awarded to a maximum of \$300 dollars. There is no cap on the number of points you may submit – only a cap on the total award.

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**Distribution of monies:**

- A.** Monies must be used within the calendar year awarded
- B.** For conference registration fees:
  - For fee payment submit completed application to SCAPAN Treasurer who will submit application with check from SCAPAN.
  - For reimbursement – submit cancelled check along with certificate of attendance to treasurer for reimbursement.
- C.** Medical books and or references will be paid as above. For reimbursement submit copy of receipt of order and payment.
- D.** The treasurer will be responsible for tracking monies spent or distributed as to not Exceed the \$300 award. All monies not used within the calendar year will be returned to the SCAPAN budget.

Original: unknown

Revisions: 2002 / 07/04