

**Kansas Association Medical Staff Services
SCHOLARSHIP POLICY & PROCEDURE**

Purpose:

The purpose of the scholarship is to provide financial assistance in the amount not to exceed \$500 for Association members planning to 1) attend the Annual NAMSS Conference; 2) NAMSS Independent Study Program; or 3) other NAMSS or KAMSS sponsored conferences/programs, to foster personal and professional growth and will enhance knowledge and competence in the field of Medical Staff Services for those members who may not receive support from the healthcare facility for such activities. No more than \$1,000 in Scholarship funds will be awarded per year.

Procedure:

1. A scholarship is given only if there are applicants who qualify, as determined by the Board of Directors. Applicants must be members in good standing of KAMSS. (Current Board members are excluded from receiving scholarship funds.) The winner(s) of the Scholarship Award(s) will not be eligible to reapply for funds for two (2) years.
2. Applicants must submit a completed application on the current/official KAMSS form (appended to this policy). An application is considered complete when the form and all required supporting documentation have been received.
3. Applicants must provide with the application an essay with a brief review of how the participation in the planned educational activity will be of benefit to the applicant, both professionally and personally. There shall be no notation of the applicant's name or facility in the body of the statement.
4. All applicants will be measured by identifying the degree for which the following criteria are met:
 - a) Commitment toward educational growth as a medical staff services professional:
 - b) Commitment toward the enhancement of professionalism in the field of medical staff services, and support for the goals of KAMSS;
 - c) Future benefits to KAMSS resulting from educational assistance to the applicant:
 - d) Financial need will be considered for selection.
 - e) Applications shall be submitted to the KAMSS President at least three (3) months prior to the meeting. All completed applications and supporting documentation will be measured against the criteria listed above, and reviewed by the Scholarship Committee consisting of the Board of Directors. A decision will be made two (2) months prior to the conference. The award recipient(s) will be notified no later than six (6) weeks before the conference by letter from the President and announcement of the award(s) will also appear in the KAMSS Newsletter.
5. The chosen recipient(s) or recipient's facility will be awarded a check upon receipt of conference registration and CEU certificate by the Treasurer following attendance of the conference.

**Kansas Association of Medical Staff Services
Scholarship Application**

Date Received: _____

To be considered for a scholarship, complete this application and return it to the President of KAMSS. Every item must be completed or the application will be returned.

Name: _____
Last First Middle

Phone Number: _____

Email address: _____

Home Address: _____
Street City County State Zip

Work Address: _____
Street City County State Zip

Name of Program Attending: _____

Location Date(s) of Attendance

What is the portion of your education that you have self-funded: _____

Applicant's Signature: _____ Date: _____

Essay Question:

Why do you think that you should be considered for this scholarship? (Attach a 500-word written essay - one page or less)

Applications must be returned to the President of KAMSS three months prior to Program.