**Scholarship Policy**

**Purpose**

AHVAP was established as a 501(c)6 organization and may provide scholarships for educational purposes. Scholarships include but may not be limited to registration fees to educational events such as the AHVAP Annual Conference and Supplier Showcase, and AHVAP educational programs that charge a fee or other expenses that are directed through educational sponsorships.

Scholarships will be awarded each year to qualifying members. Scholarships shall not exceed the amount of funds available either through the annual AHVAP budget allotted for such expenses or of the amount of designated contributions it may receive.

**Scholarships for the AHVAP Annual Conference and Supplier Showcase**

The scholarship includes

* Two nights hotel expenses
* Registration fees associated with attendance either virtually or face-to-face educational sessions, the business meeting, and social networking events
* The balance of remaining funds may be applied towards travel expenses

The scholarship does not include separately priced pre- or post- conference sessions and food not provided during the event. .

**Scholarships for AHVAP webinars and educational programs in which a fee or other expenses may be charged.**

The scholarship includes registration fees associated with attendance either virtually or face-to-face, and one-night hotel expenses as needed. The scholarship does not include food not provided during the program nor travel expenses.

A. Policy

1. Scholarship award is void where prohibited.
2. The Recipient agrees that AHVAP shall not be responsible for any damages, costs, expenses, or fees that are not expressly provided herein.
3. AHVAP is not responsible for lost, late, misdirected, or illegible entries.
4. Once notified of award of a scholarship, the Recipient is responsible for making all travel, hotel, and registration arrangements.
5. All receipts that apply must be submitted at the end of the conference week per AHVAP Financial Management & Reimbursement Policy to info@ahvap.org.
6. In the event the Scholarship award is not claimed within the required time-frame or the award winner is unable to attend the conference, the scholarship will be added to the following year’s conference unless there is sufficient time to select an alternate recipient.
7. The Membership Committee will promote the availability of scholarships and begin accepting applications 6 months prior to the event.

B. Eligibility Requirements:

1. Must be a regular or retired member of AHVAP in good standing. Affiliate members are not eligible.
2. One application per person per event.
3. Applicants awarded scholarships from the previous two years are not eligible.
4. Priority will be given to applicants who are:
   * currently unemployed, **OR**
   * employer does not provide funding
5. Only completed applications received by the due date per event will be considered for review.

C. Selection Criteria:

1. Scholarships will be awarded at the sole discretion of AHVAP.
2. AHVAP’s Membership Committee will make the selection upon review of the applications.

3. All applicants will be notified 16 weeks prior to the conference date and shall

notify AHVAP within 8 weeks of notification to claim the scholarship.

D. Application -See Appendix A

1. A scholarship line item shall be permanently added to the AHVAP annual budget to cover three annual conference registration fees regardless if the meeting will be held virtually, face-to-face, or a hybrid or other sponsorship contributions or grants are received.
2. AHVAP’s treasurer and its management company will provide oversight to ensure that the line item is not eliminated from annual budget review.
3. The scholarship policy will be reviewed annually by the board, in keeping with the AHVAP mission of providing/facilitating education to members.

05/2022 (MM/YYYY)

Revision/Review Approval Date

06/2018 (MM/YYYY)

Date approved by AHVAP Board of Directors

**Appendix A**

**AHVAP CONFERENCE SCHOLARSHIP APPLICATION FORM**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you a new AHVAP member in the last 12 months\*? Yes □ No □

\*Affiliate members are not eligible.

1. Are you a regular member? Yes □ No □
2. Are you a retired member? Yes □ No □
3. Will this be the 1st time you are attending an AHVAP annual conference? Yes □ No □
4. Why are you applying for a scholarship to attend this AHVAP conference?
5. What do you expect to gain from attending this AHVAP conference? (<200 words) (Attach if more space is needed.)

**Verification**

I verify that the information provided on this form is true and complete

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit completed application and attachments by 5:00 PM EST \_\_\_\_\_\_\_\_ to: [info@AHVAP.org](mailto:info@AHVAP.org)