

## **San Antonio Breastfeeding Coalition**

### **Scholarship Guidelines**

The Board of Directors for the San Antonio Breastfeeding Coalition is pleased to make available scholarship funding each year for the purpose of promoting education in the field of lactation. The scholarship funding, the Scholarship Committee, appointed by the BOD, controls administration, and allocation of the funding. The following guidelines regarding application, eligibility, and level of assistance apply.

#### 1. Areas of assistance provided by the fund.

1.1. Registration fees for conferences, seminars, and nationally recognized courses pertaining to lactation (excluding college or university programs).

1.2. Travel and accommodation expenses incurred in attending conferences, seminars and courses pertaining to lactation.

#### 2. Level of financial assistance provided by the fund.

2.1. The Scholarships Committee of SABC will be under no obligation to award scholarships in any one year.

2.2. The yearly allocation of monies to the fund for the provision of scholarships will be at the discretion of the SABC BOD.

2.3. Monies for overseas travel and course/conference attendance will be paid in U.S. dollars. Applicants are responsible for obtaining all necessary passports, visas, payment of monetary exchange fees, and wire transfer fees.

#### 3. Publication of scholarship information.

3.1. Information regarding successful applicants, type and purpose of scholarships granted may be published by SABC at its discretion.

#### 4. Eligibility

4.1. Funds are available to all current members of SABC who have been dues paying members for a period of at least twelve (12) months prior to the application for scholarship funds (recommended but not required).

4.2. Applicants will not be eligible for funds if they have received SABC scholarship funds within the last three (3) years.

#### 5. Application for scholarship

5.1. Application for scholarship funds must be made on the form supplied by the Scholarship Committee.

5.2 Members seeking scholarship funds need to supply a typewritten submission to the Scholarship Committee detailing the amount of funds and the purpose for which the monies will be used.

5.3 Applicants seeking funding for conferences / seminars / courses need to supply a copy of the program, travel itinerary, and itemized list of expenditures.

5.4 Applications for funding for conferences / seminars / courses must meet the following quarterly deadlines: first quarter by December 2th; second quarter by March 20<sup>th</sup>; third quarter by June 20<sup>th</sup>; fourth quarter by September 20<sup>th</sup>.

## 6. Granting of scholarships

6.1 All applications are reviewed by the Scholarship Committee. Appropriate persons may be consulted at the discretion of the Committee to assist with the processing and review.

6.2 The Scholarship Committee shall not be obligated to furnish reasons for its decision to an applicant.

6.3 The Scholarship Committee reserves the right to determine the amount of the funds granted to each successful applicant.

6.4 Scholarship recipients attending conferences / seminars / courses must provide proof of attendance, e.g. attendance certificate, within one (1) month of completion of the conference / seminar / course.

6.5 Scholarship recipients must agree to furnish a typewritten report to the Scholarship Committee Chair within one (1) month of completion of the conference / seminar / course.

6.6 These reports may be made available for publication in SABC media at the discretion of the BOD.

6.7 Scholarship recipients must make a commitment to a "Give More, Get More" presentation at an SABC meeting within six (6) months of attendance of the conference / seminar / course.

## 7. Suspension of scholarships

7.1 A scholarship may be suspended or terminated at any time, either at the recipient's request or if, in the opinion of the Scholarship Committee,

(a) the recipient's performance is unsatisfactory; OR

(b) the recipient fails to observe the conditions of the scholarship; OR

(c) the recipient fails to undertake or complete the course/ seminar / conference or whatever the fund was granted to cover.

7.2 In extenuating circumstances, the recipient may apply to the Scholarship Committee for an extension to fulfill the terms of the scholarship. The Scholarship Committee reserves the right to refuse the extension.

7.3 Applicants that fail to attend a conference / seminar / course for which scholarship funding has been successfully awarded will notify the Scholarship Committee Chair in writing this fact.

7.4 In the event that a scholarship is terminated or suspended, the recipient is required to return all monies within one (1) month notification.