



Scholarship Committee

Policy

Due to the awareness of the growing need for wound, ostomy, and continence (WOC) nurses throughout the world and a strong belief in the continued growth and success of WOC nursing, the WOCN Society has established a program to award scholarships for nurses with a financial need to attend a WOCNEP or for WOCN members to obtain advanced nursing education. The scholarship program is operated under the auspices of the WOCN Foundation, which raises, maintains, and disseminates monies and is accountable for the funding of awards. The committee works closely with the WOCN Society, the WOCN Foundation, and the National Office.

Purpose

To award scholarships to deserving, dedicated, and eligible individuals who support the mission of the WOCN Society and are interested in working in the specialty field of WOC nursing or are current members of the WOCN Society who wish to advance their education to improve their practice or patient care.

Composition

1. The Scholarship Committee consists of a chair, up to 12 members, and a Board liaison.
2. **Appointment and term of service:** The chair is appointed by the WOCN Society president, subject to the approval of the Board of Directors. Prior to the final year of the chair's term of service, a co-chair should be selected, who will assume the role of committee chair. The chair must recommend the co-chair to the president for appointment and approval by the Board of Directors. Committee members are selected by the committee chair, subject to the approval of the Board of Directors. The chair and committee members are eligible to serve a 2-year term and at the discretion of the Board of Directors, may be appointed to serve a second, consecutive 2-year term.
3. **Eligibility:** Any member of the WOCN Society can serve on the committee. Members are chosen to represent a variety of practice and care settings, educational backgrounds, graduates from different types of WOCNEPs, and geographical locations.

Responsibilities

1. Evaluate scholarship applications to determine scholarship award recipients and forward recommendations to the WOCN Foundation's Board of Directors for approval.
2. Record meeting minutes and send a copy to the chief staff executive and committee members within 2 weeks after a meeting or conference call.
3. Review scholarship applications and evaluation/scoring forms annually and revise as necessary. All revisions are subject to approval by the WOCN Foundation's Board of Directors.
4. Conduct business throughout the year via email and conference calls. The committee may have a face-to-face meeting at the WOCNext conference (if needed) to discuss general committee business. Other meetings may be requested and are subject to the approval of the Board of Directors.

5. Chair to attend the Strategic Planning Session and the face-to-face Board meeting at the WOCNext conference, when invited.
6. Chair to submit written reports containing summary of activities to the Board of Directors on as requested basis.

Procedures

1. The deadlines for scholarship applications are May 1 and November 1 of each year. Scholarship funds are awarded 60 business days after the application deadline.
2. **Application**
 - a. National Office maintains the online application records and responds to inquiries regarding scholarship application process/forms.
 - b. Information about the scholarship program and application are located on the WOCN Scholarship website (<https://wocnsociety.secure-platform.com/a/organizations/main/home>).
 - c. All applications are confidential and electronic records are kept at the National Office for 1 year.
3. **Scholarship review and award process**
 - a. National Office staff reviews the submitted applications for completeness.
 - If an application is incomplete or has incorrect information, National Office notifies the applicant, requesting the specific missing information or corrected information.
 - Applications that are still incomplete at review time are not reviewed.
 - b. National Office staff confirms receipt of the application by email to the applicant within 5 business days.
 - c. National Office staff assigns two committee members to review each application and provides the designated committee members with access to the review site.
 - Committee members must recuse themselves from reviewing applications from candidates they know personally.
 - d. After committee members score the application, the completed evaluation and scores are automatically sent to the chair.
 - e. The chair reviews the scores, averages the scores, and rank orders the candidates according to the highest to lowest score.
 - In the event of a wide discrepancy in scores, the chair reviews and scores the application and may seek an additional review if needed.
 - The cut point for eligibility to receive a scholarship is 72-75 and can be adjusted at the discretion of the chair to accommodate the allocation of awards based on the numbers of qualified candidates and funds available.
 - Applications receiving a score less than 72 will not be considered eligible for the awards.
 - f. Scholarships are awarded to the candidates with the highest scores, based on the amount of funds available and criteria established by the Board of Directors.
 - Up to 10 scholarships are awarded per each cycle (Spring/Fall) for a total of up to 20 scholarships per year, unless otherwise determined by the Board of Directors.
 - Unless otherwise specified by the Board of Directors, each award is \$2,000 per recipient.
 - g. After determining the recipients of the awards, the chair submits a list of the recipients (including the name and type of scholarship awarded) to the Board of Directors for final approval.
 - h. After approval of the Board of Directors, the chair (with support from the National Office staff) notifies the recipients of the awards and the unsuccessful applicants.
 - The check is mailed to the recipient along with the letter of notification.
 - The letter of notification will include a reminder of the terms of the scholarship agreement (i.e., to join the WOCN Society if not a member; write a letter to the Board of Directors acknowledging the award; provide verification of successfully completing the educational

program within 3 weeks of completion [as applicable]; and return of the funds, if unable to attend or complete the program within 1 year of receiving the scholarship award [as applicable]).

- A list of recipients may be published in the *JWOCN*, *WOCNow*, press releases, and/or on the WOCN website.
- i. National Office staff is accountable to follow up with the award recipients to ensure the recipient completes/verifies the following:
 - Submits verification of satisfactory completion of the WOCNEP (within 3 weeks of completion) and completed the WOCNEP program within 1 year of receipt of the scholarship (as applicable).
 - For advanced practice scholarships: submits satisfactory completion (B or higher) of 3 graduate level credit hours in the current semester during which the award was provided or successful completion of a graduate degree within 1 year of receipt of the scholarship (as applicable).
 - If requested, writes a brief report for publication about the value of the scholarship.
 - j. Complimentary 1-year membership in the WOCN Society is provided to the scholarship recipients.
4. **Follow-Up**
- a. The chair/National Office staff will submit a report to the Board of Directors on a quarterly basis summarizing the income and expense/distribution from the scholarship fund to include: donations received/source, scholarships awarded (number/type/recipients), expenses, expenditures, balance, etc.
 - b. If a candidate is unable to attend or complete the educational program within 1 year of the receipt of the scholarship, the monies are forfeited and returned to the WOCN Foundation.