



PNAVA Policies and Procedures

Scholarship Award Policy

Policy Number: 5.2 Reviewed: 11/2017, 10/2021 Revised: 6/2021 EB Reviewed & Approved: 5/2021 Original Date: 8/2017
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PURPOSE

To establish guidelines for screening applicants for the PNAVA Nursing Scholarship Award. The purpose is to award a \$1,000.00 scholarship annually to a nursing student in the last year of his/her curriculum pursuing an undergraduate/graduate degree in nursing.

POLICY

1. The committee shall be responsible for developing and communicating criteria for various scholarships available to members.
2. It is responsible for the selection process of nominated recipients and makes recommendations regarding qualified recipients for approval of the Executive Board.

PROCEDURE

1. Guidelines will be followed for screening applicants.
2. Each applicant will submit a completed application and required documents electronically (e-mail each attachment separately) to the PNAVA Scholarship Committee no later than October 16 of the current year.
3. The Scholarship Committee will send the Applicant a letter indicating the status of their application on official letterhead.

The eligibility criteria and requirements include:

1. Proof of current enrollment in an accredited undergraduate and/or graduate nursing program.
2. Grade Point Average (GPA) of 3.0 or better. An official transcript of record must accompany the application.
3. Two letters of references
 - a. Letter of recommendation from a faculty member
 - b. Letter of recommendation from a supervisor or a community leader



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4. Brief 250-word essay typewritten, double spaced indicating the following:
 - a. Reason for financial assistance
 - b. Academic professional goals
 - c. Challenges encountered in pursuing a nursing career and how he/she has overcome them.
 - d. Extracurricular activities and community involvement
 - e. Resume
 - f. 2x2 picture
5. The award recipient must:
 - a. Be present at a designated meeting to receive the award.
 - b. Serve as a PNAVA member or volunteer as evidence of commitment

Procedure for the Awardee: Complete the Application Form (see attachment)

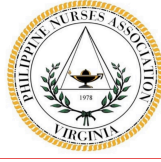
Procedure for Awardee Selection:

1. The Scholarship Committee Chairperson shall submit the committee's decision and recommendations to the Executive Board for approval four weeks prior to the awarding of the scholarship.
2. The Scholarship Committee chairperson shall notify the awardee of the decision of the Executive Board in writing and/or via best available means of communication 30 days prior to the awarding of the scholarship.
3. The awardee must be present to receive the award.

REFERENCE (S)

ATTACHMENT(S)

1. Scholarship Award Application Form
2. Photo Release Consent
3. Revision History



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Attachment #1 Scholarship Form

Print form layout should be revised to electronic entry and insert PNAVA LOGO

Nursing Scholarship Award Application Form

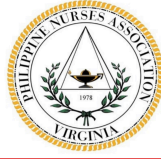
Instruction: Please fill completely, scan and send as an attachment (see instructions below) and e-mail the application form along with the required documents to the attention of the PNAVA Scholarship Committee Chair

1. Name _____ Address _
2. Phone number: _____ E-mail _____
3. Name of nursing university or college _____
1. Financial Assistance Office of Director _
2. Student's ID _
3. School address _
4. Date of last enrollment _____ Date of current enrollment _____
5. (Attachment 1) Type 250 word essay, double space indicating the following:
 - Reason for financial assistance
 - Academic and professional goals
 - Challenges encountered in pursuing nursing career and how you overcame them
 - Extracurricular activities and community involvement
6. (Attachment 2) Transcript of academic records
7. (Attachment 3) Two letters of recommendations
 - From a faculty
 - From an Employer/Supervisor
 - From a PNAVA Chapter leader or member
8. (Attachment 4) Resume/Curriculum Vitae: Develop your resume/CV in chronological order as applicable and listed below:
 - Work experience
 - Education and Certification (include evidence of CEU and current certification card)
 - Publication/Research (Do not include article)
 - Community activities/Leadership Roles
 - Professional Affiliation (include membership card)
 - Awards and Achievement (include photocopy of awards from the last two years only)



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9. (Attachment 5) Passport size photo. Please include signed photo consent form.



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Attachment 2: Photo release Consent

[Print form layout](#)

Philippine Nurses Association of Virginia Nursing Scholarship Awards Photo Release Consent

I authorize the PNAVA Scholarship Committee to publish the attached photograph.

I further consent that the above can be used by the Committee for:

- Publication
- As part of an exhibit
- As part of a visual presentation

I waive any right to compensation for the above uses. I hold PNAVA harmless from and against any claim for injury or compensation resulting from the activities authorized by this agreement.

Furthermore, the photograph hereby submitted becomes property of PNAVA and I will not in any way claim or demand for its return.

The term photograph as used in this agreement, shall mean motion picture or still photography in any format, as well as videotape, video disc, and any other mechanical means of recording and reproducing images.

Signature: _____

Date: _____

Name: _____

Attach here a most recent official photo of the applicant. (Passport size photo, jpeg format)



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Attachment 3: Revision History

Authored by: Perry Francisco

President: Hilo Laxa, 2017

Reviewed and Revised by: P&P Committee 10/2021

President: Catherine Paler 2020-2022