

Educational Funding to Represent APIC New Mexico at National APIC

A. Educational Funding to Represent APIC New Mexico at National APIC

1. The designated amount of available educational funding will be included in the annual budget and strategic planning meeting for the current operational year. Available educational funding will vary according to the financial status of the APIC New Mexico Chapter based on a year-to year financial assessment.

B. Educational Funding for Chapter President

1. Monies will be used annually to cover the cost of registration, housing, and travel to send the APIC New Mexico President to the APIC National Conference. All receipts for registration, housing and travel will be submitted to the APIC New Mexico Treasurer for reimbursement.

C. Educational Funding for Chapter Officers and Board Members

1. Monies will be used annually to help cover the cost of registration, housing and travel for **two** current chapter officers and/or current board members to attend the APIC National Conference.
2. In order to be eligible to receive educational funding from APIC New Mexico, individuals **must be a current APIC New Mexico Chapter Officer or a current APIC New Mexico Chapter Board member and a member of National APIC and the APIC New Mexico Chapter.** Those officers or board members who received educational funding for the APIC National Conference in the previous year will not be eligible.
3. Chapter officers and board members will be informed about the educational funding opportunity via e-mail in December of the year prior to the APIC National Conference.
4. Chapter officers and board members who are interested in receiving educational funding to attend the APIC National Conference will submit their name via mail, fax, or e-mail to the Chapter Present by the regular March membership meeting. **No phone calls will be accepted.**
5. Two winners and two alternatives will be selected by lottery from the eligible applicants. The lottery will be conducted at a Board of Directors meeting or regular monthly meeting. The meeting minutes will document the winners and the alternatives selected.

6. Chapter officers and board members who take advantage of the educational funding opportunity to attend the APIC National Conference will be expected to share conference information at a designated chapter meeting.

D. Recipient Responsibilities:

1. All funded recipients are required to provide the chapter treasurer with receipts or canceled checks within 2 weeks of attendance at the appropriate conference.
2. All funded recipients will share conference information at a scheduled monthly meeting. The format for the sharing of conference information is flexible. Some examples are a facilitated discussion on a specific topic, a formal 10 – 15 minute presentation or a handout that can be shared with the APIC New Mexico members. If the chapter officer or board member can not attend the designated monthly board meeting, then they expected to submit a written summary that will be shared with the APIC New Mexico board and APIC New Mexico members.
3. Recipients will utilize educational funding for official APIC business only.