

ACHF Kathy Mac Scholar Funding Opportunity - Guidelines

Sponsored by the American College Health Foundation Kathy Mac Scholar Fund

<https://www.acha.org/ACHF>

The amount of funding to be made available to fund a nurse to attend the ACHA annual meeting will be determined annually by the ACHF Board based upon available fund earnings. Funding is to be used exclusively for travel expenses to attend ACHA annual meetings. Final funding decisions are made by the ACHF Board of Directors.

Guidelines:

- Funding will be open to nurses and nurse practitioners who have never had an opportunity to attend an ACHA annual meeting.
- Eligible applicants will be nurses who are either Individual or an RMI of a Member Institution.
- Funding will cover a **portion** (50%) of travel/hotel costs and meeting registration fees. A fixed amount will be awarded, which will be determined by the ACHF Board of Directors. Expenses for meals will not be covered. Applicants are expected to share a hotel room with a meeting attendee.
- The individual will be responsible for any remaining travel expenses not covered by ACHF funding and will be required to submit proof of the availability of these funds either from the employing institution or personally will be required.
- The selection process will be competitive and similar to the other ACHF monetary offerings.
- Interested individuals will complete the application form below, that asks why the individual wants to attend the annual meeting, what they hope to gain from attending, how they will pay for the balance of their travel expenses and what the individual hopes to accomplish on their campus or in their health center as a result of attending the meeting. Applicants will submit a detailed travel expense budget with the application form.
- Applications will be judged on scholarly effort, personal value and expected outcomes.
- Applicants will obtain approval from the student health & well-being center authorizing director who will be required to sign the application form. The director or supervisor's signature will also document that their institution is not capable of providing adequate funds for travel and that the nurse's ability to attend the ACHA meeting is dependent on ACHF funding (plus matching funds from other sources to cover total expenses, which may include the institution).
- Funding will be issued to the award recipient upon proof of receipts of expenses. Request for funding can be made when expenses are incurred. Example: tickets for travel can be reimbursed ahead of the meeting if submitted to the ACHF office.

Winner(s) will be required to:

- Make a brief presentation to the ACHF Board during their annual business meeting and attend the appropriate section meeting. Both are held during the ACHA annual meeting.
- Provide a written evaluation of the winner's annual meeting experience that could be published in Action, on the ACHF webpage or in other publications (due before July 31).

- Recipients will be expected to become involved in a health center project or one on their campus following the meeting.

ACHF Kathy Mac Scholar Travel Funding Opportunity – 2025 ACHA Annual Meeting

APPLICATION FORM COVER SHEET

- **Sign and email completed application form in one pdf document file to the ACHF Office at: achf@acha.org. Deadline to submit: February 3, 2025** (Use extra space, as needed.)

Total Funding Requested (50% of total hotel/travel/registration costs):

Nurse Applicant Information:

Name: _____

ACHA Membership #: _____

College/University: _____

Address: _____

Telephone: _____ Cell: _____

E-Mail Address: _____

Current position at the Health Center: _____

What, if any, is your current role in college health on your campus? _____

Attended an ACHA conference before? ☐ YES ☐ NO

How will you pay for your travel expenses not covered by the award _____

APPLICATION CONTINUED ON NEXT PAGE ➔

Student Health Center Authorizing Agent:

Name: _____

Title: _____

ACHA Membership #: _____

College/University: _____

Address: _____

Telephone: _____

E-Mail Address: _____

Post Requirements:

- Make a brief presentation to the ACHF Board during their annual business meeting at the ACHA annual meeting attended by the Kathy Mac Scholar.
- Provide a written evaluation of the winner's annual meeting experience that could be published in Action, on the ACHF webpage or in other publications.
- Recipients are expected to become involved in a health center project or a campus wide project.

Nurse Applicant:

I agree to attend the 2025 ACHA Annual Meeting, to use ACHF funding for travel/stay expenses as stipulated in the Funding Opportunity Guidelines and to fulfill all post meeting requirements.

SIGNATURE (in ink) _____ DATE: _____

Student Health & Well-being Center Authorizing Agent:

I support this application for funding for travel expenses for the above named student. I accept responsibility for assuring that funding will be used for the specified purpose. By signing this form, I am indicating that the nurse applicant needs supplemental funding in order to pay travel expenses to attend the 2024 ACHA Annual Meeting:

SIGNATURE (in ink) _____ DATE: _____

Explain your interest in attending the ACHA annual meeting:

How will you pay for the remaining 50% of your registration/travel/stay and all food costs? (Please include a detailed travel budget with this application form.)

What do you hope to gain from your experience at the ACHA Annual Meeting? What do you hope to accomplish on your campus as a result of attending the meeting. (be specific)?

How did you hear about the ACHA Annual Meeting and the ACHF Kathy Mac Nurse Scholar Funding Opportunity?

Neither ACHF nor the ACHA shall discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender, identity, age, disability or status as a protected veteran.

PLEASE NOTE: The funding review committee will base their selection on the scholarly presentation and content of the questions listed in the above application form. Please use as much space as needed to respond to each question.

Please email completed fund application form to: achf@acha.org

Or mail to:

American College Health Foundation
8455 Colesville Road, Suite 740
Silver Spring, MD 20910