

 <p><b>Policies and Procedures</b></p>	<b>Category:</b> <b>PHILANTHROPIC PROGRAM (LEADERSHIP)</b>	<b>Policy No.:</b> <b>LD-1.1</b>
	<b>Issued by:</b> <b>HOSPITAL AUXILIARY</b>	<b>Revised:</b> 2014 5.4.2007 12.15.2010  <b>Effective Date:</b>
<b>Subject:</b> <b>NURSING SCHOLARSHIP</b>	<b>Approved by:</b> <b>Beverly Noval Page</b>  _____ President of the Board	<b>Supersedes Policy:</b> None
		<b>Page:</b> 1 of 3

**PURPOSE:**

1. Provide monies to qualified nursing students to further their education at an accredited School of Nursing for a maximum of two (2) years.
2. Establish guidelines for granting nursing scholarships.

**POLICY:**

1. In February of each year, the President shall appoint and the Board of Directors (BOD) shall approve a Nursing Scholarship Committee comprised of a Chair who shall be a member of the BOD, the head of the KCH Education Office, and two other members of the Auxiliary.
2. In March of each year, the Treasurer of the Auxiliary will advise the BOD regarding the funds available for nursing scholarships.
3. The BOD will then determine the number of scholarships to be awarded for the year and the amount of each. Eligible returning scholarship recipients will be funded first and the remaining monies will fund new scholarships.
4. In April, the Scholarship Chair or his/her designee will send out scholarship applications to the heads of the schools of nursing on Hawaii Island. The Nursing Scholarship Committee will place ads or notices in the local newspaper inviting nursing students to pick up applications at the hospital or to access the application online and will make arrangements for Public Service Announcements of the scholarship opportunity.

**PROCEDURES:**

1. To apply and to be considered for the scholarship, the student must:
  - a. Be admitted to an accredited School of Nursing.
  - b. Complete and submit the completed scholarship application as directed in the application materials. The application must be accompanied by 1) the student's resume, 2) the student's personal essay on why nursing was chosen as a career, and 3) the original Letter of Acceptance from

the Nursing School.

- c. Arrange for submission of two (2) Letters of Recommendation (from persons who are not relatives of the student) delivered as directed in the application materials.
  - d. Arrange for official college transcripts to be delivered as directed in the application materials.
  - e. Ensure that all application materials as stated above are in the possession of the Nursing Scholarship Committee by the due date.
  - f. Be available for an interview with the Nursing Scholarship Committee.
2. Upon determination that the application is complete, the Chair of the Nursing Scholarship Committee will schedule an interview with qualified applicants on an interview date chosen by the Nursing Scholarship Committee.
  2. The Nursing Scholarship Committee Chair will schedule a meeting of the Committee to be held prior to the interview date for the purpose of the following:
    - a. Explain the rating form and its correct use.
    - b. Score the various application materials of the applicants to be interviewed.
  3. Interviews with qualified applicants will be conducted according to the following procedures:
    - a. The four (4) members of the Nursing Scholarship Committee will conduct the interviews.
    - b. The Applicant Rating Form will be used for all applicants.
    - b. All rankings called for by the form will be completed in full by the end of each interview and all forms will be retained in the Department of Education.
    - c. In the unlikely event of a conflict of interest, a committee member must recuse themselves from all interviews and the interviews will proceed with the remaining three (3) members of the Committee.
  5. Upon selection as a scholarship recipient, the student will do the following:
    - a. Sign the Media Release Consent Form and be available for a photo opportunity on a designated date. This photo may be used by the Auxiliary when marketing the Scholarship Program.
    - b. Make arrangements for the Nursing School to send official transcripts to the Scholarship Committee as required for consideration of a second year scholarship.
6. Limitations and Restrictions:

- a. There shall be no restrictions on recipients because of race, color, sex, religion, national origin, or sexual orientation.
  - b. Preference will be given to residents of West Hawaii who plan to practice in West Hawaii.
  - c. Registered Nurses pursuing other nursing degrees are not eligible to apply.
  - d. Consideration may be given to financial need.
  - e. Telephone interviews will not be considered.
  - f. As long as the student maintains a grade-point average of at least a 3.0 and is classified as a fulltime student as defined by the School of Nursing, the scholarship will be continued for a second year.
4. The Scholarship Application Form and Instructions and the Applicant Interview Form are addendums to this document.