

Judy Hoff Memorial Education Fund- Package



Judy Hoff Transfusion Medicine Memorial Fund

Terms of Reference

Purpose

- The purpose of this fund is to facilitate participation by medical laboratory technologists in professional development programs and opportunities that will enhance their knowledge and career in transfusion medicine.
- The funds will be awarded in recognition and remembrance of Judy Hoff.
- A maximum of \$1000 in funds may be awarded annually; the minimum funds to be awarded is \$200.
- The Sponsor has requested that the CMLPSK administer the granting of monies from this education fund.

General Terms of Reference

- Courses, programs, and conferences that are recognized by the CMLPSK will be considered for this education fund.
- Applicants must be members of the CMLPSK at the time of application.
- Applicants may only apply once per calendar year.
- The Application Form must be completed fully; additional supportive information must accompany the Application as requested and where appropriate.
- Applicants must be prepared to contribute some funding to their Course/Program or event (e.g. CSTM).
- Successful applicants must submit an article to be published in the CMLPSK newsletter or provide a presentation to provincial MLT conference.
- Applicants must report financial assistance received from other sources.
- Applicants will be advised of the decision of the Professional Practices committee approximately six to eight weeks following the deadline for submission.
- Approved scholarships will be paid upon submission of the appropriate documentation including financial receipts for registration fees/tuition, evidence of successful completion of the Course/Program/Conference, and a short article for publication describing the Course/Program/Conference.

Application Deadline

March 31 each year

NOTE: Applications may be considered after the deadline and until November 30th, if the annual \$1,000 maximum has not already been awarded.

Application Forms are available from the CMLPSK Office. Submit completed Application Forms to: contactus@cmlpsk.ca Subject line: "Education fund application"



Judy Hoff Transfusions Medicine Memorial Education Fund Application

Application Deadline: March 31st of each year

NOTE: applications may be considered after the deadline and until November 30th, if the annual \$1,000 maximum has not already been awarded.

Return via email subject: "*Education Fund application*" to: contactus@cmlpsk.ca

(Please type or print. Complete all areas).

1. PERSONAL DATA

Name: _____

CMLPSK #: _____

Home Address: _____

City: _____

Postal Code: _____

Telephone #: (H) _____ (W) _____

Job Title: _____

Resume of Duties related to Transfusions Medicine:

2. EMPLOYER DATA (if applicable)

Name: _____

Address: _____

Telephone: _____

3. DETAILS OF PROGRAM/COURSE/CONFERENCE FOR WHICH FUNDS WILL BE USED

Title: _____

Please attach descriptive literature and transcripts from the Program/Course completed:

Program/Course/conference _____

City: _____ Province/State _____

Date(s): From _____ To _____

PROGRAM/COURSE EXPENSES (include receipts as applicable)

Fees _____
Travel Costs _____
Lodging _____
Misc. _____
Details _____

Total Expenses _____

4. OTHER FINANCIAL ASSISTANCE RECEIVED

Source: _____

Amount: _____

5. IF THE PROGRAM/COURSE/CONFERENCE REQUIRED YOU BEING ABSENT FROM WORK,
DID YOU TAKE:

Vacation _____ Unpaid Leave _____ Paid Leave _____

I certify that the information contained in this application is true and correct to the best of my knowledge. I further give my consent for the College of Medical Laboratory Professionals of Saskatchewan and/or it's staff to contact the Employer and Educational Institution named within this application to verify the information provided.

SIGNATURE

DATE

Typed name equivalent to signature