HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: SCHOLARSHIP COMMITTEE

DATE: FEBRUARY 19, 1997

POLICY: The Hannibal Regional Auxiliary shall provide up to four scholarships to hospital team members per year.

PURPOSE: To administer the distribution of funds for educational scholarships.

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Chairperson(s) to serve for the calendar year. The Chairperson shall select Co-Chairperson(s) as necessary. The Chairperson shall report to the President of the Auxiliary and Director-Volunteer Services.

GENERAL STATEMENTS:
1. The Chairperson shall be responsible for the following:
   • Coordinating scholarship promotion, application and verification processes with the Hannibal Regional Hospital Workforce Development Coordinator
   • Recommending desired change in the number of scholarships to be funded to the Auxiliary board
   • Working with the Scholarship Committee to select scholarship recipients according to Hannibal Regional Hospital Auxiliary criteria
   • Notifying all applicants of award decisions
   • Presenting names of recipients to Hannibal Regional Board
   • Introducing recipients at the October General Meeting
   • Working with Director-Volunteer Services to arrange photo opportunity
   • Authorizing payment of scholarships to the appropriate schools

2. At the end of each semester attention must be given to the intent and qualification of current scholarship recipients to renew their award.

SCHOLARSHIP REVIEW AND SELECTION GUIDELINES
The following are items for committee members to consider during scholarship review.
1. When do applicants expect to graduate?
2. Will they use all four semesters of the scholarship?
3. What are their professional goals and how do they fit with the needs of HRHS?
4. How long have they been employed by HRHS?
5. Does it seem they have a commitment to stay with the organization?
6. What is the financial need?
7. How strong are the reference letters?

The following are guidelines for the scholarship selection process.
1. After reviewing applications, committee members are asked to rate the top four to five applications.
2. At the July committee meeting, votes will be tallied.
3. If not clear choices from the votes and discussion, drop applicants with the lowest votes and give those committee members who had voted for those applicants another vote. Committee members receive the same number of votes as the number of applicants that were dropped for which they had voted.
4. Something to consider but not required is to balance the professional areas.

CONFIDENTIALITY POLICY OF HANNIBAL REGIONAL HOSPITAL:
All matters pertaining to patients and patient care are strictly confidential. Said matters are discussed with appropriate health team members only when necessary to facilitate professional physical, social, emotional, or spiritual care of the patient. Non-adherence to this policy will result in immediate termination.

President
Hannibal Regional Auxiliary

Replaces:
Reference: