# IPAC-CSO

**Application for Educational Funding Assistance**

## Submit completed form to IPAC-CSO Treasurer by Mar. 31 of current year.

*\*Please note, receipts must be submitted post conference/education event in order to receive reimbursement\**

1. **Personal Information Name:**
2. **Hospital/Agency:**
3. **Education Program Title:**

**Sponsor: Location:**

 **Date: Duration of Program:**

1. **Learning objectives if program other than Infection Prevention or Infectious Disease related:**
2. **Name of Conference or Title of course:**

**IPAC-CSO Members Financial Assistance Application**

**To be completed by the applicant.**

CRITERIA- \*Indicate highest point value in each section as appropriate

## Membership:

1. Paid IPAC-CSO Member for at least one year. (5)
2. Paid IPAC CSO Member less than 1 year. (2)

## Attendance:

1. Regular attendance during the past year (5)
2. Less than 50% attendance during the past year. (3)

## Participation:

1. Served on the executive or presented at a chapter meeting or education day. (5)
2. Acted as a chapter representative at an IPAC Canada Committee and/or interest group. (3)

## Financial Need:

1. Receiving no other assistance (5)
2. Receiving assistance from additional source(s). (2)
3. Received IPAC CSO funding last year (0)

## To be completed by the IPAC-CSO Executive.

Total points earned: Assistance granted: Yes No Amount:

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**Expense Form**

Please provide an estimation of the cost to attend the conference or education event, please include anticipated funding from employer and/or other sources

Applicant:

Date:

## Expense details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **QUANTITY** | **UNIT COST** | **TOTAL** |
| **Registration** |  |  |  |  |
| **Transportation** |  |  |  |  |
| **Accommodation** |  |  |  |  |
| **Other funding** |  |  |  |  |
| **Subtotal** |  |  |  |  |
| **Total** |  |  |  |  |

* 1. ***Re-submit* Expense form (page 3) with final expenses and a copy of all receipts to IPAC-CSO Treasurer. ( within 14 days of conference/course completion)**