

SCHOLARSHIP APPLICATION FORM

**ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.
LATE APPLICATIONS WILL NOT BE CONSIDERED.**

CLOSING DATES: 1st September for January, February, March.
 1st January for April, May, June.
 1st April for July, August, September.
 1st July for October, November, December.

Surname: _____ **Given Names:** _____
DSNA Number: _____ **Date joined:** _____
N.R.B. Number: _____ **Date of application:** _____

HOME ADDRESS:
Street: _____
City/Town: _____ **Post Code:** _____
Phone: _____ **Fax:** _____ **Email:** _____

WORK ADDRESS:(Hospital Name)

Street: _____
City/Town: _____ **Post Code:** _____
Phone: _____ **Fax:** _____ **Email:** _____

NAME OF COURSE / CONFERENCE / SEMINAR TO BE ATTENDED:
Dates: From: _____ To: _____ **Location:** _____

Financial Assistance requested:
Registration Fee \$ **Travel Cost** \$ **Accommodation Cost** \$
Total amount requested \$ _____

Have you applied OR received funding from another source? Yes No
Amount \$ _____

If YES, give details:

Signature: _____ **Position:** _____

(Successful applicants are required to submit a written report to DSNA Committee within 6 weeks of completing course/seminar/workshop)

Please return completed Applications to: The Secretary
 C/- Day Surgery Nurses Association
 P.O. Box 2057 Hornsby 1635

Date Received: _____ **Committee Review:** _____
Amount Granted: _____



GENERAL RULES FOR SCHOLARSHIPS

- 1) Applicants are deemed eligible to apply for a scholarship after completion of 2 years continuous membership.
- 2) Applicants will not be eligible for a scholarship if they have received any scholarship within the past three years.
- 3) Money for travelling scholarships will be paid in Australian dollars to an Australian address.
- 4) In the event of illness or other reason preventing the fulfilment of the terms of the scholarship, all moneys shall be returned to the Committee DSNA.
- 5) All successful applicants must undertake in writing to provide the Association a written report, of not less than 2000 words, within 6 weeks. These reports will be made available for study by members of the nursing profession on application to the Association. They may also be published if the DSNA Committee so decides.
- 6) Please be aware that if successful, the DSNA may not be able to fund your request in full.

**Please note: The following documents must be included with the application.
Applications will not be considered if these documents are not provided:**

- 1) Copy of current registration receipt for DSNA membership.
- 2) Objectives for attendance at this Conference/Course.
- 3) Copy of all pages of Conference/Course flyer, brochure.
- 4) Itemised costing of expenses.

Declaration:

I am fully aware of the terms of the Scholarship and undertake if successful:

- a) To abide by the rules of the scholarship;
- b) Complete scholarship agreement;
- c) To return any monies not used for the purpose of the scholarship;
- d) To supply DSNA a report following the Course/Conference which will become the property of the DSNA to publish if it so wishes.

Signature Applicant: _____

Witnessed by DON / Senior Admin or J.P. _____

Date: _____



GUIDELINES FOR: THE SUBMISSION OF A REPORT FOLLOWING SCHOLARSHIP FUNDING

The following is a guide only and it should be remembered that headings and content can be changed to suit the event attended.

When presenting a report it should be clearly written, spelling and grammar must be correct therefore it is always advisable to have your report checked by a colleague before submission.

You do not necessarily need to use the various headings, however it is useful to use them for formatting in the initial stages of report writing.

You can use a front page for your heading and put your own details at the bottom instead of at the end.

It is important to remember that the more financial assistance provided, the more in depth the report should be i.e. under \$1,000 no less than 1,200 words and over \$1,000 no less than 2,000 words.

SUGGESTED FORMAT:

Heading:

Report on event name, venue, country or state and date.

Introduction:

Give a short introduction to the type of venue, number of delegates, where they are from, weather, accommodation, and impression of surroundings. Sessions attended. General information to lead into the report.

The most significant papers:

State topic title, name of presenter, where they are from.

Give an overall précis of the topic. State why you feel it is significant.

Other papers with less significance:

A general overview of other presentations you attended which although not new to you they endorsed what you currently do, or do better. The speaker was particularly good in his/her presentation making it interesting to listen to an old topic.

Significant poster presentations:

The same information as for papers is required.

Relevance of the event to Day Surgery Nursing in your unit, NSW or Australia.

Give a short paragraph on the highlights and the message from these highlights.

Ideas, strategies, procedures etc that could be introduced in your unit, NSW or Australia.

Self-explanatory.

Benefits of informal interchanges with other participants.

Who did you network with? What information did you exchange/discuss? Your opinion of this networking.

Evaluation of the experiences derived from the event.

Was the experience of value to you? Did it increase your motivation, how/why? What did you like most about the event.

Assessment of whether your objectives were met.

Review your stated objectives for attending the event and comment.

Detail how the information you gained through attendance has/will be disseminated and further plans, if any, which have been made in this regard. Self-explanatory.

Conclusion

Appreciation and thank you for the financial assistance. / Your name, position, hospital and date.