

KEITH LAMBERT MEMORIAL SCHOLARSHIP FUND

APPLICATION FORM

Name:		
Address:		
Email:		
Telephone: (H)	(W)	(Cell)
Local/Worksite (Name & Number):		
MNU Membership Number:		
Name of Program:		
Sponsor of Program:		Date and Duration:

I have applied to the following:	Yes	No	Amount
Board Development Fund			
Local / Worksite (either applied for funding or been granted funding through a motion or policy)			
Regional MNU (either applied for funding or been granted funding through a motion or policy)			
Employer (Including but not limited to RHA Continuing Education funding or Article 24 Educational Development)			
Other (i.e. CLC,)			

Proof of Enrollment, Attendance and Receipts
MUST Accompany Application
FUNDING REQUESTED TO A MAXIMUM OF \$500.00 per
CALENDAR YEAR AS STATED IN THE GUIDELINES

Expenditure	Details	Amount	Office Use Only
Registration (Tuition)			
Books (Materials)			
Accommodation			
Travel			
Meals			
Other			
Total			

MANITOBA NURSES UNION

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***** GUIDELINES *****

- The fund was established in January of 1993 with an annual contribution of \$2500 from the Manitoba Nurses Union Education Committee budget.
- The fund accepts donations from individuals and member organizations. The Education Committee conducts various fundraising activities.
- The Education Committee is responsible for establishing guidelines and for administering the fund.
- Any monies not utilized from the fund are carried into the next calendar year.
- The budget of the Keith Lambert Memorial Scholarship Fund will be published in the MNU Annual Report.
- Applications will be processed in the order they are received and pre-screened by the Education Representative assigned to the Education Committee. The final decision rests with the Education Committee.
- To be considered for a Scholarship, the applicant must be a *member in good standing* of the Manitoba Nurses Union.
- Scholarship funds will be awarded only for **labour oriented programs** and these programs must be **sponsored by organizations outside the Manitoba Nurses Union - EXCEPTION -When the Keith Lambert Fund Account carries a balance in excess of \$10,000.00 applications for MNU sponsored events** wherein **tuition fees alone** will be considered. The Keith Lambert Fund Account holdings will be reviewed at least quarterly and the results made available to membership.
- For programs less than one week (35hrs), the applicant would be eligible for 75% of their request - up to a maximum of five hundred dollars (\$500) per calendar year.
- Special consideration may be given to applicants enrolling in programs longer than one calendar week.
- All applicants will receive written confirmation regarding the disposition of their application.
- All applicants must submit a written plan on how the applicant will share the knowledge/skills gained to their local/worksite, regional or the provincial union membership.
- The Education Committee shall maintain a roster of recipients and awards.

CRITERIA FOR APPLICATIONS

1. Applications **must be submitted** to the Education Committee (c/o Education Representative Team) **within 60 days** following completion of the course.
2. **Proof of attendance** must be enclosed with the application along with **all applicable receipts**.
3. Applicants are **required to disclose all alternate sources of funding, including local and regional MNU sources**.
4. Applicants must forward a course description/outline.
5. Course must be **labour oriented**.
6. Applicant must identify how this program/course knowledge will be shared within their local, region or provincial union.
7. Course/program must be sponsored by organizations **outside the Manitoba Nurses Union**.

I have read and understand the guidelines and confirm that the information provided is complete and accurate.

_____ (Name) _____ (Date)

Manitoba Nurses Union abides by the rules and regulations of the Personal Information Protection and Electronic Documents Act (PIPEDA) with regard to capturing, retention and destruction of personal information. This personal information will be used to maintain a record of participants in the program. Questions about the collection can be addressed to the Privacy Officer of the MNU (942-1320 or 1-800-665-0043).