

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Contents

Preamble	2
General Information	2
Officer Functions	3
Executive Committee Meeting Attendance	5
Ad Hoc and Special Committees	6
Nominating Committee Consent to Serve Form	9
Margaret B. Dolan Award	10
NCPHA Public Health Nursing Section Direct Service Award	14
NCPHA Public Health Nursing Section Scholarship(s)	17
Joy F. Reed Leadership Scholarship	20

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Preamble

The Public Health Nursing Section is part of the North Carolina Public Health Association, and the Public Health Nursing Section Bylaws shall be in compliance with the Bylaws of NCPHA.

General Information

Purpose: This Manual of Procedures is designed as an adjunct to the Bylaws of the Public Health Nursing Section of the North Carolina Public Health Association, Inc. As a working document, it outlines the methods by which activities of the Section are performed in accordance with Section Bylaws.

Distribution: Each person serving on the Executive Committee of the Section should be directed to a copy of this document on the last day of the Annual Meeting in the year they take office. Revision in this document may be made by a majority vote of the Executive Committee Quorum. Revisions should be dated and distributed to Executive Committee members by the Chair of the Bylaws and Manual of Procedures Committee within one month after revisions are made.

Function: This document in no way replaces the Bylaws. It is essential that each member of the Executive Committee closely studies both the Manual of Procedures and Section Bylaws if functions of the officers are to be efficiently executed. This mandates the inherent responsibility of each Executive Committee member to bring to the Bylaws/Manual of Procedures Committee any discrepancies or inaccuracies in the Manual of Procedures that should be addressed.

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Officer Functions

Chair

1. Submit proposed changes in the Section Bylaws to the Bylaws and Manual of Procedures Committee, NCPHA, Inc. for approval through the Governing Council.
2. Submit to the Resolution Committee, NCPHA, Inc. for approval through the Governing Council any resolutions that contain reference to or involvement of NCPHA, Inc.
3. Submit, by October 15, names of newly elected officers and report of Section meetings to the Secretary of NCPHA, Inc. immediately following the Annual Business meeting of the Section.
4. Respond to questions related to random fiscal audits performed by the executive staff of NCPHA.
5. Following the annual Public Health Nursing Section Business meeting, provide a list of the new officers to the outgoing Section Chair.
6. Submit names of nurses willing to serve on State task forces or committees to the Office of the Chief Public Health Nurse, if requested to do so.
7. Serve as key contact person between Section and NCPHA, Inc. Executive Committee.
8. Perform, delegate, or supervise the duties ascribed to the Chair as delineated in this Manual.
9. Appoint Ad Hoc or Special Committees as needed.
10. Serve as or be responsible for appointing liaison to the NCPHA Annual Meeting Committee.
11. Work closely with Local Arrangements Chair of NCPHA during each phase of planning and serve as liaison between NCPHA Arrangements and the Section.
12. Facilitate or appoint committee member to be responsible for:
 - a. Introduce or arrange for introduction of speaker(s) at the Section Annual Meeting.
 - b. Purchase or arrange for purchase of thank you cards and/or gift(s) for speakers.
 - c. Appoint Section members, as necessary, to assist with arrangements and delegate responsibilities as appropriate.
 - d. Perform or delegate any other specific duties at annual meeting.
 - e. Present itemization of expense to the Section Treasurer immediately following Annual Meeting.
13. Shall be responsible for collection of information, creation, and distribution of Public Health Nursing Section Newsletter to all Section members. Format and issue dates to be decided by the Executive Committee.

Chair Elect

1. Serve as or be responsible for appointing a liaison on the NCPHA Public Advocacy Committee.
2. Serve as liaison between the Executive Committee and any Ad Hoc or Special Committees when appointed.
3. Perform responsibilities ascribed to the Chair-Elect as delineated in this Manual.
4. Aid Chair in writing Public Health Nursing Section Newsletter.

Vice Chair of Education

1. Assure that Continuing Nursing Education contact hours or Certificate of Completion with

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

contact hours are provided for educational sessions throughout year and at annual conference.

2. Serve as liaison between the Executive Committee and any Ad Hoc or Special Committees when appointed.
3. Perform or supervise the duties ascribed to the Vice Chair of Education as delineated in this Manual.

Vice Chair of Communications

1. Serve as or be responsible for appointing a liaison on the NCPHA Public Awareness Committee.
2. Serve as liaison between the Executive Committee and any Ad Hoc or Special Committees when appointed.
3. Perform, supervise, or delegate the duties ascribed to the Vice Chair of Communications as delineated in this handbook.
4. Aid Chair and Chair Elect in writing Public Health Nursing Section Newsletter.

Secretary

1. Obtain from NCPHA Executive Director letterhead to use for official correspondence. Provide supplies of stationery to Executive Committee members upon request. Include "Public Health Nursing Section" on envelope return address and stationery letterhead for all correspondence.
2. Write letters of appreciation to program presenters as appropriate. Names and addresses should be obtained from Vice Chair of Education
3. Perform all correspondence as designated by the Chair of the Executive Committee.
4. Maintain an up-to-date record of Public Health Nursing Section award and scholarship recipients.
5. Maintain an up-to-date record of Public Health Nursing Section Honorary Members.
6. Prepare an up-to-date roster of Executive Committee members and addresses.
7. Within one month following the annual business meeting, transfer all records, reports, and other pertinent materials to the newly elected Secretary.
8. Serve as liaison between the Executive Committee and any Ad Hoc or Special Committees when appointed.
9. Perform or delegate responsibilities ascribed to the Secretary in this Manual of Procedures.

Treasurer

1. Obtain a Section Authorized Signature Form necessary to transfer the Section's checking and savings accounts to the incoming Treasurer's signature for banking privileges (every two years). Obtain a Section Authorized Signature Form for incoming Chair each year.
2. Keep full and accurate records of receipts and disbursements, making payments by check only.
3. Keep the Chair informed of all expenditures.
4. Maintain separate accounts:

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

- a. Section Money Market
- b. Section Checking / Joy F Reed Checking
5. Coordinate with NCPHA staff to assure the accurate maintenance (deposits, withdrawals, account balances, and other records) of NCPHA accounts.
6. Prepare and present a written treasurer's report at each section business meeting.
7. Balance the record of receipts and disbursement and submit it to the Finance Committee annually.
8. Respond to questions related to random fiscal audits performed by the executive staff of NCPHA.
9. Within one month following the close of the Section Annual Meeting, transfer all funds, records, reports, and other pertinent materials to the newly elected Treasurer (every 2 years).
10. Perform or delegate responsibilities ascribed to the Treasurer and Finance Committee as delineated in this Manual of Procedures.

Immediate Past Chair

1. Serve as Section representative to NCPHA's Nominating Committee as requested.
2. Serve as Chair of Nomination/Elections Committee as needed.
3. Serve as liaison for the Public Health Nursing Section on the NCPHA Membership Committee.
4. Assume duties of Section Chair, should he/she/they be unable to fulfill duties, until a replacement can be appointed.

Executive Committee Meeting Attendance

When an officer fails to attend 70% of regular meetings, the Chair will promptly contact the officer to discuss the problem. The officer's response will be shared by the Chair with the entire Executive Committee at the next regular meeting. In that meeting, the Executive Committee will decide what actions to take regarding the officer's future membership on the Executive Committee. If the Executive Committee decides to terminate the officer's membership, termination will be communicated by email to the officer within seven days of the Executive Committee's decision. The Executive Committee will then promptly initiate a process to begin recruiting a new board member per Article 6 of the Section Bylaws.

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Ad Hoc and Special Committees

Program/Arrangements Committee

1. Serve as liaison between the Public Health Nursing Section and the NCPHA Program committee.
2. Select a Public Health Nursing Section program topic that complements the NCPHA theme. May share program with other sections.
3. Secure speaker(s) for Public Health Nursing Section sessions at the annual meeting.
4. Communicate with speaker(s) and/or special guests regarding their reservations for lodging. Secure reservations if indicated.
5. Meet speaker(s) at the airport, railway, or bus station as indicated; or greet upon their arrival at meeting location.
6. Reimburse speaker(s) for expenses incurred per prearranged agreement between the individual and the Section Executive Committee.
7. Work closely with the Section Chair and the NCPHA Local Arrangements Committee in all phases of program planning.
8. Submit an itemized account of expenses to the Section Treasurer immediately following the close of the annual business meeting.
9. Perform other duties as assigned.

Awards Committee

1. Solicit nominations from the Section membership for Margaret B. Dolan Award, Direct Service Awards, and scholarships.
2. Consider all nominations submitted by the deadline.
3. Choose the awardees on the basis of identified selection criteria. It is not mandatory to present an award annually if nominees submitted do not meet criteria.
4. The Chair of the Awards committee, or designee, shall:
 - a. Send information through the Section Chair to the Vice President of NCPHA, Inc. for the April newsletter describing the awards procedures and inviting nominations. This should be sent to the Vice President by mid-February. (Newsletters are published December, April, and August.)
 - b. Hold meeting immediately after deadline to select a winner.
 - c. Order the plaques as needed from: Custom Engraving & Trophy, Inc., 612 North Person St, Raleigh, NC 27604, 919-834-3240, <https://www.customengravingandtrophy.com/>
 - d. Prepare committee report to the Executive Committee.
 - e. Notify the nominator in advance of the annual meeting to assure their presence at the meeting. Determine if winners are to be notified. In certain instances, the nominator may prefer that the winner not be notified until the actual presentation.
 - f. After awards are presented, notify all other nominators to thank them for their nominations; encourage them to resubmit their nominee next year.
 - g. Retain for files information on the nominees receiving the awards.
5. Coordinate with the Section Executive Committee and Program Committee Chair the formal presentation of the awards at the annual meeting.
6. See that engraved nameplate is added to the permanent Margaret B. Dolan Award display at

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

the NC DPH office of Public Health Nursing and Professional Development in Raleigh.

7. Perform other duties as assigned.

Membership Committee

1. Promote membership in the Section by publicizing and soliciting, through appropriate channels, opportunities for new membership.
2. Send information through the Section Chair to the Vice President of NCPHA for the April Newsletter promoting Section membership.
3. Working with the Executive Committee, submit information appropriate for each Newsletter. This includes general Section activities, awards, program information, and slate of officers.
4. Choose a Section member in each health department. Ask this person to be the agency contact person for the Public Health Nursing Section and to promote Section membership.
5. Work closely with Section Chair and NCPHA, Inc. office in any printing and bulk mailing of correspondence.
6. Accept recommendations for Honorary Membership and present them to the Executive Committee. After the membership vote, see that the Secretary has the necessary information to update the list.
7. Prepare a written report for the Section Executive Committee as requested.
8. Perform other duties as assigned.

Nominating Committee

1. Notification of open positions will be sent to Public Health Nursing Section membership by June each year to solicit interested applicants or nominations. The nomination form will accompany this notification. The nomination period will be open during the month of June.
2. Committee members meet to compile a list of prospective candidates for the Executive Committee ballot for presentation to Executive Committee at the July meeting. More than one candidate for each office may be presented for consideration.
3. Secure from NCPHA Executive Director a list of Public Health Nursing Section members eligible to vote.
4. Ensure electronic ballots are emailed out by July 15th each year to all members eligible to vote. Voting will remain open for two weeks.
5. The electronic voting ballot packet shall include an official ballot and biographical information about each candidate.
6. The Chair of the Nominating Committee shall notify the winning candidates as early as possible after closing of ballot but no later than August 15th. Winners are encouraged to attend that year's Fall Educational Conference, usually held in late September.
7. Prepare a written report for the Executive Committee prior to the Annual Business Meeting as requested.
8. Perform other duties as assigned.

Finance Committee

1. Accept income, which generally comes from the following resources: Section membership (check received from NCPHA headquarters) and interest on savings investments.

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

2. Maintain Checking account(s) with adequate resources to carry out the operating process of the Section.
3. Maintain Money Market Savings accounts for the Section.
4. Submit for Executive Committee review at each meeting an accurate accounting of Section finances.
5. When requested submit to the NCPHA Finance Committee a complete accounting of Section income and disbursements for the year.
6. Prepare a written report for the Executive Committee as requested.

Bylaws and Manual of Procedures Committee

1. Review current Bylaws every two years, or as needed, to determine any needed changes. The Manual of Procedures should be reviewed for any changes in alternating years.
2. Accept recommended changes from the Executive Committee and/or initiate changes as necessary.
3. Prepare changes for approval of the Executive Committee.
4. Submit a complete set of dated, revised Bylaws with revisions and rationale attached to the Section Chair for submission to the Bylaws and Manual of Procedures Committee, NCPHA for approval through Governing Council.
5. Distribute and present proposed Bylaws with revisions and rationale to the Section membership at the annual meeting.
6. See that each member of the Executive Committee has a set of current Public Health Nursing Section Bylaws and Manual of Procedures.
7. Prepare a written report for the Executive Committee as requested.

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Nominating Committee Consent to Serve Form

NORTH CAROLINA PUBLIC HEALTH ASSOCIATION NURSING SECTION

I understand the duties of the office of _____ as described in the NCPHA Public Health Nursing Section Manual of Procedures and I agree to allow my name to be placed in nomination for this office.

Name:

Agency:

Position:

Years of Experience in Public Health:

Years of membership in NCPHA:

Previous Offices/Committees held in NCPHA-PHN Section:

Professional Affiliations:

Previous offices/committees held in other professional organizations:

Completed nomination forms need to be submitted to Public Health Nursing Section Chair by July 1st each year. Please see NCPHA Public Health Nursing Section webpage for current Chair's contact information.

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Margaret B. Dolan Award

History of Margaret B. Dolan Award

Through her contributions in the direct services and in many varied leadership positions, Margaret B. Dolan made significant impact in improving the health of the people of North Carolina and the Nation.

A native of Lillington and a graduate of Georgetown University, Margaret B. Dolan was a staff nurse with the Nursing Division of Guilford County Health Department during the early 1940s. As a faculty member of the School of Public Health at UNC Chapel Hill, she taught extension courses for the public health nurses during the early 1950s. While serving as chairman of the Department of Public Health Nursing, School of Public Health, she also served as a consultant for health surveys in the communities.

Nationally, Mrs. Dolan holds the unique status of having been the only person who has served as President of three national organizations: The American Nurses Association, The National Health Council, and The American Public Health Association.

Mrs. Dolan was an advocate for racial equality and uninsured and vulnerable people everywhere. Believing health care ought to be a right, she worked tirelessly through education, legislative advocacy, and public persuasion to bring changes to law and policy to ensure high quality health care is available to all who needed it. To this end, she was an early proponent of advanced practice for nurses, universal health insurance, and government funding for expanding healthcare facilities and training health care personnel. All North Carolina nurses have benefitted from the life and work of Margaret Dolan. She was appointed by President John F. Kennedy and subsequently by President Lyndon B. Johnson to serve on the National Advisory Health committee.

On October 19, 1972, the Public Health Nursing Section of the North Carolina Public Health Association unanimously voted to establish a Margaret B. Dolan Award to honor Mrs. Dolan and recognize persons who made significant contributions in the field of public health.

Loletta Faulkenberry, Section Chair, appointed the following committee to establish the criteria for the selection of the recipient:

Winnifred Waters: New Hanover County, Chairman

Elizabeth Holley: Chief of the Public Health Nursing Section

Virginia Nelson: Professor, Department of PHN, UNC School of Public Health

Atha H. Raulston: Guilford County

The section's original action did not specify if an award was to be presented annually, nor did it address the financial support of the award. Guilford County Health

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Department Public Health Nursing Supervisors financed the first award presented at the annual meeting in 1973.

Mrs. Dolan died in 1974 and money contributed to her memory was used to set up an endowment for an annual award presentation.

Over the years, portraits of the award recipients were made, and a reception was held in conjunction with the award presentation at the annual Section business meeting during NCPHA. The portraits were discontinued in 1985.

A permanent Margaret B. Dolan display has been established on the left wall approaching the Office of the Chief Nurse on the 6th floor of the Cooper Building. The permanent display consists of: Margaret B. Dolan plaque, Portrait of Margaret B. Dolan, Plaque with engraved plates listing each recipient and the year.

In 1989, the Section voted to make the following amendment: The Nursing Section will pay the cost of the luncheon for the award recipient and one guest. Past recipients will be responsible for their own meals. Presentation of the award is usually by the Awards Committee Chair at the reception, luncheon, breakfast, etc. Previous award recipients to the presentation at the Nursing Section luncheon.

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Criteria for Margaret B. Dolan Award

North Carolina Public Health Association Public Health Nursing Section

Commitment to quality nursing care and excellence in PHN service.

1. Describe the ways the nominee has taken action to ensure that highly qualified nursing care is available to those of his/her/their community and/or state/nation. Include how concepts of comprehensiveness, continuity, appropriateness, accessibility, and acceptability are assured.
2. Describe how the nominee has increased awareness of families, groups, and communities to cope with health and illness problems.
3. Describe how the nominee has supported and supplemented the efforts of other workers or agencies in the control of disease and in the restoration and preservation of health including prioritizing community health needs.
4. Describe how the nominee has contributed to the enhancement and refinement of public health nursing practice and service.
5. Describe activities by the nominee which have made major contributions locally and or state-wide, to influence policies and decisions for improvement of the public's health.

Leadership/Professionalism in providing public health nursing services to citizens of his/her/their community or state/union.

1. Describe how the nominee has taken a lead role in mobilizing community resources into awareness and development of health services (the broadest sense of health care can be considered).
2. Describe how the nominee gained the recognition and respect of the community and other professionals.
3. Describe how the nominee has been a contributing member in multi-disciplinary groups.
4. List memberships and offices held in professional organizations which contribute to the improvement of health in his/her/their community/state/nation.

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Nomination Form for Margaret B. Dolan Award

North Carolina Public Health Association Public Health Nursing Section

Calendar Year of Nomination: _____

Name of Nominee: _____

Title of Nominee: _____

Current place of Employment and Address:

Email Address of Nominee: _____

Years Employed in Public Health (Dates if Possible):

History of Employment, Affiliation, and Title:

Nursing Degrees and Related Education/Certifications Obtained:

Nominated by: _____

(Name of Individual/Agency and Telephone Number)

Date Submitted: _____

The nominee must be a nurse with a minimum of ten (10) years' experience in public health nursing and must be a member of the Public Health Nursing Section of NCPHA with all dues paid for the year in which nomination is made.

Application should demonstrate evidence that criteria was met and should not exceed three (3) typed pages single space. Three (3) letters of support must be attached. Additional material will not be considered. The award will be presented to the winner at the annual meeting of the Nursing Section NCPHA. A plate with the recipient's name and the year will be attached to the composite plaque in the Office of the Chief Public Health Nurse. The nominator will be notified prior to the annual meeting.

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

NCPHA Public Health Nursing Section Direct Service Award

Criteria for NCPHA Public Health Nursing Section Direct Service Award

- A. The nominee must be a public health nurse and a member of the Public Health Nursing Section of NCPHA with all dues paid for the year in which the nomination is being made.
- B. The nominee must have a minimum of three (3) years' experience in public health.
- C. Nominee must spend 50% of their time in direct care.
- D. A completed application is required for nomination.
- E. Two (2) letters of support are required.

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

Nomination Form for NCPHA Public Health Nursing Section Direct Service Award

Calendar Year of Nomination: _____

Name of Nominee: _____

Title of Nominee: _____

Current place of Employment and Address:

Email Address of Nominee: _____

Years Employed in Public Health (dates, if possible):

Public Health Nursing Experience and Job Responsibilities:

Percentage of Time Spent in Direct Patient Care: _____%

Nursing Degrees and Related Education/Certifications Obtained:

Past Awards (professional or community):

Organizational Affiliation (Professional organizations and offices held. List appointments, boards, commission, committees, etc. which influence public health policy or direct patient care.):

Briefly describe exemplary performance in direct patient care:

Original date: Unknown; Revised: 1/2024

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

Evidence of recognition by community as a health advocate:

Other comments related to why you feel nominee is deserving of this award:

Please submit two (2) letters of support for nomination.

Nominated by: _____
(Name of Individual/Agency and Telephone Number)

Date Submitted: _____

NOTE: The award will be presented at the annual meeting of the Public Health Nursing Section of the NCPHA.

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

NCPHA Public Health Nursing Section Scholarship(s)

The NCPHA Public Health Nursing Section Scholarship Committee is pleased to announce that a scholarship in the amount of \$500.00 will be available for one or more applicant(s) selected by the committee. The number of scholarships available is dependent upon the amount of funds available each year. To be considered, candidates must meet the following criteria:

Criteria for NCPHA Public Health Nursing Section Scholarship

The candidate must:

- A. Be a current member of the NCPHA Public Health Nursing Section;
- B. Have been employed in Public Health for at least three (3) years;
- C. Submit three (3) letters of recommendation from their Health Director, Director of Nursing or Supervisor, and one additional person;
- D. Submit the application for the NCPHA Public Health Nursing Section Scholarship;
- E. Be currently enrolled in an advanced Nursing Program (BSN, Masters, etc.) and submit academic records showing enrollment status;
- F. Submit proof of a cumulative GPA of 2.5 or greater; and
- G. Confirm in writing that it is his/her/their intent to work in a public health agency in North Carolina for at least two (2) years following completion of educational program.

The following factors will be taken into account in selecting the scholarship recipient(s).

- Current position and training requirements.
- Financial need and/or hardship to the local agency with financing the cost of the training and associated expenses.

The Public Health Nursing Section Scholarship recipient(s) will be notified prior to the annual meeting. The check(s) will be presented during the Public Health Nursing Section Business meeting at the annual NCPHA Fall Educational Conference.

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

Application for NCPHA Public Health Nursing Section Scholarship

Please fill out electronically, then print and submit with other requested materials.

Name: _____

Home Telephone: _____

Home Address: _____

Employer's Name and Address: _____

Work Telephone: _____

Work Email: _____

Current job title and responsibilities: _____

Highest Degree earned: _____

Licensure/Certification: _____

Type of degree planned: _____

Expected goals in the field of public health: _____

I am attending Plan to attend

Name of College University: _____

Expected Degree: _____

Date(s) of enrollment: _____ Expected date of completion: _____

Manual of Procedures (HANDBOOK)
PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Please explain why you are requesting financial assistance: _____

What additional financial aid will be utilized? _____

What other NCPHA (including Public Health Nursing Section) scholarships have been applied for within the past two years? _____

It is my intent to work in a public health agency in North Carolina for at least (2) years following completion of educational program. ___Yes ___No

I certify that my application is truthful and complete.

Signature

Date

Manual of Procedures (HANDBOOK)

PUBLIC HEALTH NURSING SECTION OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Joy F. Reed Leadership Scholarship

Criteria for Joy F. Reed Leadership Scholarship

- A. Scholarship(s) shall be awarded to present public health nurses currently licensed as a registered nurse in North Carolina for continuing education in pertinent leadership courses, trainings, conferences, or certification programs.
- B. Applicants must be current members of either NCPHA or NCAPHNA.
- C. The total of the award(s) shall not exceed more than 75% of the amount of funds available in the current scholarship fund.
- D. The applicant(s) must agree in writing that it is his/her/their intent to work in a public health agency for two (2) years in North Carolina following completion of training. If this is not upheld, the recipient will refund the award back to the scholarship fund.
- E. In the event the recipient fails to attend the proposed course, training, conference or certification program, the recipient will refund the award back to the scholarship fund.
- F. Where the award is given to more than one (1) recipient and there are applications from members of both NCPHA and NCAPHNA, no more than one from each organization can receive the award.
- G. The following factors will be taken into account in selecting a scholarship recipient(s):
 - 1. Anticipated registration or currently registered in a pertinent leadership course, training, conference, or certification program.
 - 2. Potential leadership contribution of service to the people of North Carolina.
 - 3. Reasons for seeking additional training and relationship of such training to career expectations.
 - 4. Financial need.
- H. Applications along with two (2) letters of recommendation and a current resume or curriculum vitae (CV) must be submitted to the Scholarship Committee by the date specified on the application.

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

Application for Joy F. Reed Leadership Scholarship

Name: _____

Home Telephone: _____

Home Address: _____

Employer's Name and Address: _____

Work Telephone: _____

Work Email: _____

Current member of NCPHA? yes___ no___ Current member of NCAPHNA? yes ___ no___

Length of service in Public Health: _____

Current job title: _____

Attach a current resume or a curriculum vita which outlines your job duties for your current and relevant past positions and demonstrates a progression in leadership skills.

Highest Degree Earned: _____

N.C. Nursing License/Registration Number and Expiration Date: _____

Current certifications, special recognitions, membership in professional organizations and committee/officer roles: _____

Please describe how you plan to apply the knowledge you expect to gain through the additional training, courses, conferences, and/or certification programs in your goal towards a leadership role in public health (*type on a separate page double-spaced*).

Type of course, training, conference, and/or certification program planned: _____

Dates for this planned program: _____

Name of institution providing training: _____

Manual of Procedures (HANDBOOK)

**PUBLIC HEALTH NURSING SECTION
OF THE NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.**

Address: _____

Have you registered for this course already? yes ____ no ____

If not registered, when are the dates for registration: _____

Why do you need this scholarship? _____

How much financial assistance do you anticipate receiving from other sources? _____

It is my intent to work in public health in North Carolina for at least two years after completion of this program/training. yes _____ no _____

I understand if I do not attend and/or complete the training that is being requested with this scholarship, or if I leave public health in North Carolina within two (2) years of this award, I will be responsible for refunding all financial awards back to the scholarship fund.

yes _____ no _____

<p>Application Checklist – please indicate if the following required items are enclosed or being sent separately by the <u>deadline</u>.</p> <ul style="list-style-type: none">● Resume or curriculum vita● One page statement on how you plan to apply the knowledge gained from the training in your goal toward a leadership role in public health● Two (2) letters of recommendation from persons who have knowledge of your public health work: Recommender 1: _____ ___ enclosed ___ being sent separately● Recommender 2: _____ ___ enclosed ___ being sent separately	<p>Mail to:</p> <p>Joy F. Reed Leadership Scholarship Committee Please see NCPHA Public Health Nursing Section website for due date and contact person for this application.</p>
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I certify that my application is truthful and complete.

Signature

Date