



## Policy/Procedure

**Subject:** Policy #11: Non-grant Funding to Attend Educational Offerings  
**Effective Date:** October 2001  
**Reviewed by:** Treasurer  
**Approved by:** APIC MN Board of Directors  
**Approval Date:** 10/2022  
**Next Review Date:** 10/2025

### POLICY

1. The APIC MN Board of Directors (BOD) may authorize chapter funds, as funding allows, to support registration and travel expenses of a member under the following conditions:
  - a. When that member is representing the chapter
  - b. When attendance at an event is directly related to chapter administration
  - c. When that member has been asked to attend and report back to the chapter
2. The APIC MN BOD must review and approve attendance in advance of the function.
3. The overall benefit of attending the function must be to the organization.
4. For funding provided through a grant, refer to the Educational Support Application for APIC MN Members, Criteria & Instructions Policy (Policy #10).
5. In the event funds are limited for sending officers and committee chairs to the APIC National Conference and/or the APIC MN State Conference, priority will be given to those persons who must attend meetings deemed critical to the chapter. The APIC MN BOD will make this priority determination as necessary.

### PURPOSE

To provide a mechanism to support a chapter member's attendance at an approved educational conference or meeting dependent upon available chapter funding.

### PROCEDURE

1. The APIC MN BOD will approve the member's attendance and funding, at the January (National APIC Conference) and May (APIC MN Fall Conference) board meetings each year. The amount allocated will be communicated to the member by the appropriate liaison.
2. Recipient shall follow Policy #8 (Expense Vouchers) and submit receipt and expense voucher.
3. **National APIC Conference Attendance:** Travel and education support is allotted for the following members to attend the National APIC conference, as annually approved by the APIC MN Board of Directors, including:



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- President – annually
  - Vice President – third year of three year term
  - Treasurer –first year of two year term
  - Secretary/Bylaws Chair – second year of two year term
  - Director at Large – third year of three year term
  - Education Committee Chair - annually
  - Conference Committee Chair - annually
  - Communications Director – third year of three year term
  - Membership Director-third year of three year term
  - Louise Krisko recipient (see policy # 15) - annually, up to two recipients
  - Chapter Leader Award Winner - if selected for national award. See Chapter Leader Award Policy (Policy #12) for additional guidance.
- b. Refer to the APIC MN Travel and Education Support document for the appropriate fiscal year for additional information for funding allocation. This form can be requested through the APIC MN BOD.
- c. Exceptions or additions to this policy will be presented to the APIC MN BOD for approval.
- d. If approved members are unable to attend during their appointed year, a request may be submitted to the APIC MN BOD to change the year of attendance.
4. **APIC MN State Fall Conference Attendance:** Travel and education support is allotted for the following members to attend the APIC MN State Fall Conference, annually, as approved by the BOD:
- a. APIC MN BOD - annually, including:
    - President
    - President Elect
    - Past President
    - Vice President
    - Treasurer
    - Secretary/Bylaws Chair
    - Director at Large
    - Communications Director/Chair
    - Membership Director/Chair
  - b. APIC MN Committee Chairs - annually, including:
    - Nominating Committee
    - Long-term Care Committee
    - Ambulatory Care Committee
    - Pediatrics Committee
    - Behavioral Health Committee
    - HLD Taskforce
    - Emerging Pathogens Liaison
    - Education Committee Chair



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- Conference Committee (up to 10 members unless approved by the BOD)
- International Committee
  - Award Recipients - annually, unless otherwise noted
  - Long-term Care Travel and Education Support Recipient
  - Chapter Leader Award Winner - annually, unless selected for National Award and nominee attends the National APIC Conference utilizing support of the APIC MN chapter funds
- c. Minnesota Department of Health (MDH): Refer to MDH State of Minnesota Professional and Technical Services Contract for additional information
- d. Other support: funding for these are dependent on budget as approved by APIC MN BOD
  - NHSN Coordinator
  - Chapter Legislative Representative
- 5. Refer to the APIC MN Travel and Education Support document for the appropriate fiscal year for additional information for funding allocation. This form can be requested through the BOD.
- 6. Exceptions or additions to this policy will be presented to the APIC MN BOD for approval.
- 7. If approved members are unable to attend during their appointed year, a request may be submitted to the APIC MN Board of Directors to change the year of attendance.

### **ATTACHMENTS & RELATED FORMS**

1. Expense Voucher – Policy #8
2. Board and Committee Conference Expenses Policy #9
3. APIC MN Travel and Education Support (completed annually)