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| **Policy Title:** | Gloria Adams Memorial Scholarship Fund | **Adopted Date:** | 5-11-2005 |
| **Policy Category:** | Operational | **Review Date:** | 7-17-2020 |
| **Policy Number:** |  | **Amended Date:** | 5-22-20127-17-2020 |

**Purpose:**

To outline the objectives and administration of the Chapter Scholarship Fund

 **Policy:**

 The Tennessee Chapter of HFMA (TN HFMA) will support and encourage the career development of Tennessee Chapter members. This fund is also available for Tennessee Chapter members’ children and grandchildren pursuing healthcare related education.

**Procedure:**

1. Administration of Scholarship Funds
* The TN HFMA Scholarship Fund will be maintained by the HFMA Association, and will be in a 501(c) 3 classification . Contributions and donations should be made payable to the TN HFMA Educational Foundation, with gifts noted for the Gloria Adams Scholarship Fund. These contributions and donations will be deposited in the Scholarship Fund. If requested, a charitable deduction letter will be sent to the donor from the TN HFMA Treasurer.
* The Treasurer will provide an update annually as to the funds available each year to the Board.
* The Treasurer will maintain documentation as to who the fund is distributed to each fiscal year.
1. Qualifications

An applicant may be a member of TN HFMA Chapter or the child or grandchild of a member of TN HFMA pursuing healthcare education. If the scholarship applicant is a family member of an TN HFMA member, the member should attach a letter of introduction and recommendation of the candidate.

1. Approval

Requests for funds will be reviewed and approved by the Board for final award approval. The number and/or amount of scholarship funds may vary by fiscal year. The board will approve the number of scholarships and/or dollars to be distributed from the scholarship fund each fiscal year.

1. Distribution of scholarship award

Upon receipt of documentation supporting funding for an award, a request will be sent to the Association requesting the amount to be sent directly to the recipient or TN HFMA Chapter (example: Depending on provider Institute funding vs. college student education funding).

1. Funding

All revenues from fundraising will be deposited to the Scholarship Fund account. Special fund raising or sponsorships may be put in place at any time to further support the Scholarship Fund. Additional donations to the Fund may be made at the discretion of the Board of Directors.

Attachments:

* Scholarship Application Form
* Donation Form