



SGA ENRICHMENT SCHOLARSHIP INFORMATION SHEET

*Submit Form to Current SGA Enrichment Scholarship Liaison
(Tara.Zwicker@student.nunm.edu)*

Every year SGA offers Enrichment Scholarships available to all students who are interested in presenting information they've learned from conferences, seminars, or travel, to the entire student body. This fund has been established so that all students can benefit from the extracurricular educational experiences of scholarship winners. Primary consideration will be given to students whose experiences directly help expand our profession, benefit our community and/or increase public awareness of our disciplines.

Winners of Enrichment Scholarships are required to present to the NUNM Community at an SGA Enrichment Hour held week 10 of the respective term.

Who is eligible to apply and what is an eligible event?

- Full time students in any program are eligible to apply.
- Students are limited to receiving one award once per academic year.
- An eligible event is an extra-curricular activity (not part of a class or program) that the student has paid for. Webinars that require payment are included as eligible activities.
- Eligible events can be anywhere in the world, however, if it requires travel greater than 25 miles away from campus, or missing academic responsibilities, then the *Student Travel and Assumption of Liability Form* must be included with the application packet.
- Consideration will only be given to events that have occurred within the past two academic quarters, or in the current quarter as long as the application is submitted after the event has occurred.

<u>Applying in:</u>	<u>Conference attended in:</u>
Fall	Fall, Summer, Spring
Winter	Winter, Fall, Summer
Spring	Spring, Winter, Fall
No summer applications	

How much are the scholarships?

Winners will receive \$500 from the Student Government Association Enrichment Scholarship fund.

Note: Applicants may also apply for the SGA General Reimbursement scholarship for the same event, however the total amount awarded will be a maximum of \$500.

Where can you find applications?

Applications can be found:

- my.nunm.edu → SGA → all students → Enrichment Scholarship .
- Nunm.edu → Student tab → Student life tab → Student activities.

What needs to be included with the application?

Eligible applications must include:

- A completed application (Pg 3-4)
- Proof of payment (This can include receipts, email confirmation, etc.)
- Proof of Good academic standing & full time status (Pg 5)
- Student Travel and Assumption of Liability Form (if applicable) (Pg 6)
- Submission before the due date (Friday of week 7, at noon)



When does the application need to be submitted?

All scholarship applications must be submitted to the SGA Enrichment Scholarship Liaison by **Noon on Friday of Week 7** of the current term.

Methods of submission include:

- Email application to the SGA Enrichment Scholarship Liaison (*Tara.Zwicker@student.nunm.edu*)
- Turn in a hard copy of application to SGA Treasurer mailbox (located inside the Student Lounge)

How does an application get approved?

- Applications are approved by a majority vote of the scholarship committee which meets during week 8 of the current term. After the committee reviews all applications, an email will notify applicants of the decision by Friday of week 8. In the case of a proposal being submitted by a committee member, that member will abstain from voting.
- Application submission does not guarantee approval.
- **Late or incomplete applications (i.e. questions left blank, missing receipts/forms, etc.) are considered ineligible and will be dismissed from the review process.**

What happens if I am approved for a scholarship?

If an applicant receives an approval email, he/she is required to give a presentation (~20 minutes in length) to the NUNM Community during SGA Enrichment Hour hosted during **week 10 of the respective term**. **Once this requirement has been fulfilled, the scholarship funds will be issued.**

How long does it take to receive the scholarship checks?

The scholarship checks will be released to your student mailbox by the last day of the respective academic quarter.

If you have further questions, comments, or concerns, please direct them to the SGA Enrichment Scholarship Liaison. Good luck!



Student Government Association Enrichment Scholarship Application

Questions? Email the current SGA Enrichment Scholarship Liaison
(Tara.Zwicker@student.nunm.edu)

Note: Please read *Scholarship Information* sheet for details on application submission.
Complete the application by answering all questions, attaching documents and/or travel forms as needed.
incomplete applications are ineligible for review and dismissed.

Name: _____ Mailbox # _____

Phone: _____ Email: _____

Title of conference attended: _____

Location of conference: _____

Date(s) of attendance: _____

*** Please attach Proof of payment as a supplemental document.**

1. Are you going to, or did you already, apply for the General Reimbursement Scholarship? (circle one)
YES NO

*Applying for the General Reimbursement will NOT alter your eligibility here, but students will only be rewarded a maximum of \$500 of SGA scholarship funds.

2. Have you been awarded the Enrichment Scholarship in the past? (circle one)
YES (quarter & year: _____) NO

*Students are only eligible to receive the Enrichment Scholarship once per academic year.

3. Have you received or are you requesting funds from another NUNM entity, including SGA? If so, please list.

4a. Have you travelled, or are you planning to travel, greater than 25 miles from the NUNM campus? (circle one)
YES NO

4b. Have you missed, or are you planning to miss, academic responsibilities to attend this conference? (circle one)
YES NO

*If you answered yes to either of these please review the *NUNM Travel Policy* and fill out the *NUNM Student Travel and Assumption of Liability Form*. This form **must** be included with the application packet to be considered for approval.



5. Share what you learned from attending your conference/seminar/travel and how the NUNM community will benefit from attending your presentation.

6. Please included a presentation proposal of what you will be presenting to the NUNM community and what you expect they'll take away from it. This can be written in paragraphs, or as an outline, as long as you convey what you will be including in your presentation. Presentations must run between 20-25 minutes, with a few minutes afterwards for questions. Presentations are typically presented in Powerpoint format, and can include short videos, in-class demonstrations, and handouts. The presentation materials stay with SGA and will be displayed for subsequent years to come, so be creative! **Please be thorough.** This is where we get an idea of what to expect of your presentation, what will benefit the community the greatest, and what will be of greatest interest to the community. This section is heavily considered in the decision process.

Your Presentation Title: _____

(Please attach proposal as an additional page.)

Your signature verifies that all information disclosed on this application is true. Falsified information will result in ineligibility for scholarship. You acknowledge this application is fully completed with all necessary form(s) attached. You understand an incomplete application will be dismissed from review and ineligible for reimbursement.

Signature: _____ **Date:** _____



Proof of Good Academic Standing:

The following signatures signify that the student has full-time status and is in good academic standing for the current term.

Student Signature

Signature from Center for Academic Success

Date

*An acceptable alternative to a signature is an email from the Center of Academic Success addressed to the student stating that the student has full-time status and is in good academic standing. The date of the email must be clearly visible.



NUNM Student Travel and Assumption of Liability Form

Name: _____

Address: _____

Phone: _____ Email: _____

Program and Year: _____

Emergency Contact Name: _____ Phone: _____

EVENT/ACTIVITY NAME: _____

TRAVEL DATES and LOCATION: _____

Briefly describe the event:

NUNM STUDENT TRAVEL POLICY

I understand that my participation in this event should not interfere with my academic responsibilities. If my participation in this event does interfere, I have made appropriate and approved arrangements with my faculty and clinical supervisors for my absence. I understand that I am responsible for my behavior while participating in this event and that I am to observe the NUNM student code of conduct and honor council. I understand that NUNM is not liable for any loss, damage, injury or other consequences that might stem from my participation in this event.

Student Signature

Date

Director of Academic Success & Access

Date

Program Dean (if applicable)

Date

Clinic Shift Supervisor (if applicable)

Date

Submission Date to Student Enrichment Scholarship Liaison: _____



NUNM Travel Policy

17.6 Student Travel

The purpose of the NUNM Student Travel Policy is to promote safe travel and conduct for students attending approved activities and events that exceed 25 miles from the NUNM campus. This policy covers individual students and student groups who travel on behalf of, or are financially supported by, student groups and organizations or who use a college-owned or rented vehicle. This policy does not cover educational travel for course requirements such as traveling to and from field observation, clinical rotations, retreats, or elective courses. Students are encouraged to follow this policy when engaging in activities and events not considered under this policy. All NUNM students involved in approved activities and event travel will represent NUNM to the best of their ability and abide by the Student Code of Conduct and Honor Code.

General Requirements

All students who travel for approved activities and events must meet the following general requirements:

1. Travel should be planned so as not to interfere with academic responsibilities.
2. If travel will interfere with academic responsibilities, the following steps must be taken for approval:
 - a. The student must be in good academic standing;
 - b. The student must discuss the possibility of excused absence documentation with the program dean or associate dean at least three (3) weeks prior to the trip;
 - c. The student must contact her/his faculty and make arrangements for written excused absences and make-up assignments for missed class time;
 - d. The student must arrange for substitutes for any missed clinic shifts. (Students who have already missed two (2) clinics shifts during a term are not eligible.)
3. Students must complete and submit the *Student Travel and Assumption of Liability Form* and travel itinerary to the Office of Student Services at least seven (7) days in advance. A copy of the *Student Travel and Assumption of Liability Form* must be signed by Director of Academic Success & Access prior to submission.
4. If a student is driving either a rented or college-owned vehicle, he or she must provide and have a valid driver's license, proof of insurance, and follow all federal and state transportation laws.
5. If a student is driving a personal vehicle, the student's insurance policy must be in effect. The college's insurance policy does not cover students driving personal vehicles. In the event a student has an accident while using a personal vehicle for approved travel, the accident should be reported to both the student's insurance carrier and the faculty/staff advisor or the Student Services Office.
6. Students participating in activities are responsible for their personal behavior and any resulting consequence. NUNM is not liable for loss, damage, injury, or other consequences resulting from student participation in events or failure to comply with college rules and regulations or local, state, or federal laws. Failure to comply with NUNM's Student Code of Conduct or Honor Code may result in disciplinary action.
7. Students are responsible for the purchase of their own fuel and food items unless otherwise approved for reimbursement through the Student Government Association scholarship process.

NUNM encourages safe and responsible planned travel practices. Areas of consideration when planning travel for student events and activities include, but are not limited to, the following items:

- Verification of safety of travel in the targeted area (weather, political stability, disease risk)
- Verification of permission to travel to the designated area;
- Verification of legality of planned travel practices, including objects carried in luggage;
- Designation of emergency contact outside of intended travel region;
- Designation of local contact who will have copies of itinerary, identification, and other necessary travel documents;
- Obtaining necessary and recommended immunizations for region of travel;
- Designation of source of back-up funding in the case of an emergency;
- Verification of the procedure for obtaining health care, if needed, in the desired travel area;
- Designation of meeting place/procedure if travel party is separated

