



## Massachusetts Association of Public Health Nurses FUNDING POLICY for PROFESSIONAL DEVELOPMENT

1. Upon availability of funding, the MAPHN President or designee will announce the call for applicants through electronic messages to the membership, or to the membership through the Chapter Directors. The announcement may include a deadline for responses, the number and eligibility of potential recipients and the amount of funding being offered.
2. Immediately following the deadline, the President and Treasurer will confer to secure funding to support the reimbursement of all approved applicants. Allocated funding may be applied to registration fees, accommodations, meals and travel expenses, as determined by the Executive Committee.
3. Applicants will be notified of funding decisions by the MAPHN President or designee.
4. Approved applicants must read the **MAPHN Funding Policy for Professional Development** and submit a signed **Professional Development Sponsorship Agreement**. Please visit [www.maphn.org](http://www.maphn.org) to access these documents under the Members Only tab.
5. Approved applicants must obtain and utilize the **MAPHN Sales Tax Exemption Certificate** for all purchases. MAPHN may not be able to reimburse for sales tax. Please visit [www.maphn.org](http://www.maphn.org) to access the certificate under the Members Only tab.
6. Reimbursement requests must be submitted using the **MAPHN Reimbursement Form**. Please visit [www.maphn.org](http://www.maphn.org) to access this form under the Members Only tab. ORIGINAL RECEIPTS (save a copy for your records) must be submitted within 30 days of the date on the receipt(s).
7. Documentation may be submitted electronically, initially, followed by a hard copy that is mailed or hand delivered to the Treasurer. Applicants are advised to keep copies of all related documents.
8. Approved applicants agree to serve MAPHN through committee membership and/or assist MAPHN with a current project. Consultation with the Executive Committee will help determine organizational needs and time frames.

**“Public Health Nurses making a difference to improve and protect the health of our communities.”**

[www.maphn.org](http://www.maphn.org)