

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING
BETA DELTA CHAPTER-AT-LARGE

Policies and Procedures for Scholarships

Processing the Funds

- I. The Finance Committee
 - A. Recommends funds in budget from the general fund for awarding scholarships.
 - B. The Treasurer forwards checks to the Chairman of the Scholarship Committee for the recipients.
- II. The Scholarship Committee
 - A. Reviews applications.
 - B. Recommends the awards of scholarships and allocation of funds.
 - C. Maintains a five-year record of all recipients of monetary awards.
- III. Board of Directors
 - A. Approves the budgeted funds for scholarships.
 - B. Announces the Scholarship Award Program through the chapter web page and Newsletters.
 - C. Approves the recommendations of the Scholarship Committee.

Graduate Student Scholarship

Scholarships are available for educational funding of persons pursuing graduate (Master's or Doctoral) study. Three scholarships in the amount of \$500 will be awarded annually (a total of \$1500).

I. Eligibility for Graduate Student Scholarship

- A. The applicant must be an active member of Sigma Theta Tau Beta Delta Chapter-at-Large
- B. The applicant must be a graduate student currently enrolled in a graduate program.
 - a. Applicant pursuing master's degree – degree must be in nursing.
 - b. Applicant pursuing doctoral degree – degree may be in a related field.
- C. Completion of the application process:

Preference will be given to a new applicant over an applicant who has received a scholarship in the past. However, this person must meet all of the criteria.

II. Procedure for Application Process

- A. Three (3) copies of the application and scholarly paper for the scholarship award are to be submitted to the Scholarship Committee.
- B. Steps in the application process:
 1. Completion of the application form. Application forms are available on the Beta Delta web page.

2. Submit an example of a scholarly paper (i.e., a paper that the applicant has already written for a course or publication, etc.)
3. Submit two letters of reference. Letters are to be sealed and marked confidential by the person completing the reference letter. Letters are to be included as part of the completed packet. At least, one of the two references must be from a Sigma Theta Tau member.
4. Submit verification of enrollment in the graduate program of an institution of higher learning.
5. An interview may be scheduled for finalists to meet with representatives of the Scholarship Committee.

III. Competitive Basis for Fund Allocation

- A. Clarity of thought and expression in the scholarly paper and interview (if conducted)
- B. Contribution or potential contribution to nursing

IV. Submission Information

- A. Obtain scholarship application forms from and mail completed applications to: Chair, Scholarship Committee
Beta Delta Chapter-at-Large
Southern Nazarene University
School of Nursing
6729 NW 39th Expressway
Bethany, OK 73008
- B. Submit applications by **October 1**.

Graduate Student Scholarship Application Form

Full Name _____

Home Address _____

School Address _____

Telephone Numbers (Work and Home) _____

E-mail Address _____

Year of Induction into Sigma Theta Tau _____

Chapter _____

(If induction was into a chapter other than Beta Delta, when did you become a member of Beta Delta Chapter-at-Large?)

Education History:

School	Degree	Years Attended

Recent Employment History:

Employer	Position	Dates

Summarize your involvement in Beta Delta Chapter-at-Large activities:

Professional Organization Membership/Community Service Activities:

Name of Organization	Activities/Roles	Dates

List special awards and recognitions and other scholarships received:

Award/Recognition	Sponsor	Date

School where admitted for Graduate Study: _____

When did you begin your course of study? _____

What is your current status?

____ Full-time student

____ Part-time student

____ Number of hours completed

____ Number of hours enrolled

What is your estimated graduation date? _____

Anticipated degree? _____

Describe your student plans for the graduate program you will be or are attending (area of specialization, special interest for investigation, research areas, etc.) _____

Submit two (2) letters of reference. Letters are to be sealed and marked confidential by the individual(s) completing the reference. The letter should be included as part of the completed packet. At least one (1) of the two references must be from a Sigma Theta Tau member.

Please state in one paragraph why you feel you deserve this scholarship.

I certify that I have read the selection process guidelines for scholarship recipients and that all the information in this application is accurate. I agree to respond to any requests for further information from the Scholarship Committee.

Date _____ Signature _____

Please return application materials October 1 for Fall awards.

Mail to: Chair, Scholarship Committee
Beta Delta Chapter, STTI
Southern Nazarene University
School of Nursing
6729 NW 39th Expressway
Bethany, OK 73008

Undergraduate Scholarships

Scholarships are available for educational funding of persons pursuing undergraduate study at one of the member universities of Beta Delta Chapter-at-Large. The amount of monies given will be \$400 awarded to one undergraduate student per member university. In the event there are no applicants from a member university, the remaining scholarships will be awarded by scholarship committee recommendation and BOD approval. Maximal diversity of distribution among available applicants will guide decision making. This diversity includes varied schools, degree plans and internal students,

The Sigma Theta Tau Beta Delta Chapter-at-Large Scholarship Committee will select scholarship recipients in accordance with the established guidelines. Recommendations from the Scholarship Committee will be forwarded to the Board of Directors for final approval. Presentation of the scholarships will occur at a Fall meeting.

I. Eligibility

- A. The applicant must be a student currently enrolled upper division nursing courses at one of the member universities.
- B. The student must have a minimum grade point average of 3.25 as documented by attached transcript(s).
- C. Preference may be given to students according to scholarship, leadership and community service..

II. Application Procedure

- A. Complete application form. Forms are available from the web site at <http://betadelta.ouhsc.edu>.
- B. Submit one letter of reference from a Sigma Theta Tau member. In sealed envelope signed by reference letter writer as part of the completed packet.

D. Submit three (3) copies of application and transcript materials by the published deadline to:

Beta Delta Chapter STTI
Chairperson Scholarship Committee
SNU School of Nursing
6729 N.W. 39 Expressway
Bethany, OK 73008

Sigma Theta Tau International Honor Society of Nursing

Undergraduate Student Scholarship Application Form (Please type or print information on the form)

Full Name _____

Home Address _____
Street City State Zip code

Address while in school _____
Street City State
Zip code

Telephone Number _____
Home Work

E-mail Address _____

Current Registered Nurse (enrolled in RN completion program?) yes or no

School where admitted for Baccalaureate degree

Current Student Status: Full time _____ **Part time** _____

Number of Nursing hours completed _____

Estimated graduation date _____

Summarize your involvement in Department, School, or College of Nursing activities:

Summarize your involvement in University activities:

Summarize your contributions to and participation in community organizations or service on a voluntary basis:

List special awards, recognitions, and other scholarships received:

Describe your career goals for the future:

I certify that I have read the selection process guidelines for scholarship recipients and that all the information in this application is accurate. I agree to respond to any requests for further information from the Scholarship Committee.

Date_____ Signature_____

Please return application materials by October 1.

**Mail to: Beta Delta Chapter STT
 Chairperson, Scholarship Committee
 SNU School of Nursing
 6729 N.W. 39 Expressway
 Bethany, OK 73008**

**Three copies of application and transcript required.
One Letter of Recommendation Required.**

TEMPLATE LETTER FOR SCHOLARSHIP RECIPIENT
GRADUATE

DATE

NAME
ADDRESS

Dear **NAME**:

Congratulations! You have been selected as the recipient of the STTI Beta Delta Chapter-at-Large scholarship for a graduate student. Your scholarship check for \$500.00 will be presented to you at the meeting on **DATE**. The meeting will be held at the **PLACE**. Dinner will begin at 5:30 p.m. followed by a short business meeting and a presentation. You will be the guest of the Chapter for dinner, but any additional guests you wish to bring will be charged **\$AMOUNT** for dinner.

Please RSVP to CHAIR OF PROGRAM COMMITTEE by noon on Monday, **DATE** by phone (PHONE #) or e-mail (e-mail address) whether you will be attending and the number of guests you will bring.

Again, our heartiest congratulations and best wishes as you pursue your Graduate degree. If you have any questions, please feel free to contact me at **PHONE NUMBER**.

Sincerely,

NAME
Chairperson, Scholarship Committee

TEMPLATE FOR NON-WINNER SCHOLARSHIP
UNDERGRADUATE OR GRADUATE

DATE

NAME
ADDRESS

Dear *NAME*:

Thank you for your scholarship application to Beta Delta Chapter-at-Large of Sigma Theta Tau International. The members of the Scholarship Committee want to compliment you on your many activities and accomplishments! There were several wonderful applicants who applied for the scholarship from your university and the selection was very difficult. Unfortunately, you were not selected as a recipient. Please consider reapplying for the scholarship in Fall *YEAR*.

Our warmest wishes for success are extended to you as you complete the requirements for a baccalaureate degree in nursing at your university.

Sincerely,

NAME
Chairperson, Scholarship Committee

TEMPLATE FOR WINNER OF SCHOLARSHIP AWARD
UNDERGRADUATE

DATE

NAME
ADDRESS

Dear ***NAME***:

Congratulations! You have been selected as the recipient of the STTI Beta Delta Chapter-at-Large scholarship for an undergraduate student from your school. Your scholarship check for \$400 will be presented to you at the Fall meeting on ***DATE***. The meeting will be held at the ***PLACE***. Dinner will begin at 5:30 p.m. followed by a short business meeting and research presentations. You will be the guest of the Chapter for dinner but any additional guests you wish to bring will be charged \$AMOUNT each for dinner which will be payable at the door.

Please RSVP to PROGRAM COMMITTEE CHARI by noon on ***DATE*** by phone (Phone #) or e-mail (e-mail address) whether you will be attending and the number of guests you will bring.

Again, our heartiest congratulations and best wishes as you pursue your baccalaureate degree in nursing! If you have any questions, please feel free to contact me at ***PHONE***.

Sincerely,

NAME
Chairperson, Scholarship Committee