

Guidelines for the Ellen D. Tabor Endowment

The Ellen D. Tabor Endowment is sustained by donations from Baptist Nursing Fellowship members and friends. Growth of the principal of the endowment will be accomplished through investments, promotional campaigns, and designated gifts. Guidelines for using interest income are the following.

Annual interest income from this endowment may be used as follows:

- 1) To assist missionary nurses to attend the BNF Summit.
- 2) To assist missionary nurses' continuing education (CE) needs when not adequately covered by the International Mission Board or the North American Mission Board.
- 3) To assist BNF members' health care missions projects.

Equity among above categories will be considered but will not limit disbursement of funds. Funds not utilized as specified may be retained in the BNF operating fund.

Members, including missionary nurses, will be notified of availability of funds for mission's projects through the *Lamplighter* and other BNF social media. Scholarships and project funds will be distributed four times a year; February, May, August, and October. Request for funding will be submitted electronically; on the BNF website www.baptistnursingfellowship.org/scholarships by January 15, April 15, July 15, or October 15 for consideration at the next awards time. Applications will then be forwarded to the Resource Development Committee for review and recommendations for awards and then submitted to the Executive Team for final approval.

Missionary nurses, active or retired, are defined as nurses appointed (in any category) by organizations of Southern Baptists.

Requests for missionary nurses' travel to the BNF Summit:

- 1) Must be made prior to BNF annual meeting;
- 2) Available funds will be divided among those missionary nurses who request assistance.

Requests for Continuing Education (CE) for Missionary Nurses

- 1) Funds for CEs for missionary nurses may be awarded when training expenses have first been requested from their sending body (International Mission Board/North American Mission Board) for workshops, correspondence courses, enrollment in college courses and the purchase of textbooks but is not adequate to cover costs or funding is not available for them.
- 2) CE credit must be approved by ANA, state nurses' associations or specialty organizations.
- 3) Workshops:
 - a. An application submitting the cost of the workshop and a link to the provider must be submitted no less than 30 days in advance of the workshop.
 - b. Approved requests for registration fees only will be reimbursed when the missionary nurse submits copies of receipts and attendance

certificate. There is no reimbursement for travel, food, lodging, or late registration fees.

- 4) CE by Correspondence:
 - a. Approved applications for CE by Correspondence will be reimbursed when ~~the~~ a copy of the CE certificate and receipt for payment of the course is submitted to the national BNF office.
- 5) College Course:
 - a. The application must include the name of the institution offering the course, name of the course, a statement of how the course will assist the nurses' practice, and the amount of funds requested,
 - b. A link to the institution's website must be included.
- 6) Purchase of textbooks:
 - a. The application must include the title, edition, year of publication, how text(s) will be used in nursing courses or nursing practice, and amount of funds requested.

Requests for BNF Members' Health-care Missions Projects

- 1) The person requesting BNF funds must be a BNF member in good standing for at least six months
- 2) Request must include the following:
 - a. Name of health care missions project
 - b. Description of the involvement of the requesting BNF member
 - c. Name of the project's sponsoring group and a link to their website
 - d. Total cost of the project
 - e. Amount of funds requested
- 3) Members receiving funds will write a report of the project for the *Lampighter* and provide a short video (2 minutes), preferably from the mission project site, about their experience and how the funds were used.

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