**Sigma Theta Tau International**

**Alpha Xi Chapter, Awards Committee**

**Travel Award Policy**

1. **Purpose of Awards and Recognitions**   
   The purpose of awards is to recognize and support travel for outstanding Alpha Xi members whose contributions fulfill the goals of STTI.
2. **Award Criteria**
   1. Demonstrates active involvement in STTI Alpha Xi Chapter (dues-paying and active on Board, Committee, task-force, etc.).
   2. Demonstrates that requested support will allow awardee to clarify, refine and/or expand the knowledge base of nursing through a scholarly presentation.
   3. Demonstrates that support will allow awardee to participate in regional or international STTI programs/committees to support STTI.
   4. Demonstrates leadership potential as part of Alpha Xi succession planning, to include leadership at chapter, regional, or international levels.
3. **Applications**
   1. Information about travel award policy shall be publicized in chapter newsletter/chapter website.
   2. A standard application will be available and include sections to list supporting data for various criteria.
   3. Requests for Travel Awards will be submitted at least three months before anticipated travel to allow for review by Awards Committee and Alpha Xi Board.
4. **Travel Awards Selection/Approval**
5. Awards Committee will review request to determine if criteria are met.
6. Requests meeting criteria will be recommended to the Board for further consideration.
7. Alpha Xi Board will review requests and determine award amount based on travel award guidelines, availability of funds, and funds that are available from employing organization.
8. Travel awards will be limited to one award per Alpha Xi fiscal year (July-June).
9. Award amount may be additive if requester meets several areas of potential funding such as serving as an Alpha Xi Board member, as a member of an International Sigma Board or Committee, selected as a Sigma podium presenter, etc.
10. **Notification and Publicity**
11. Travel Award requestors will be notified by the president or appointed representative.
12. Selection of awardees should be published on chapter website.
13. **Travel Award Funding Recommendations**
    1. Scholarly presentations
       1. Podium presentation(s) at STTI event – $1200.
       2. Poster presentation at STTI event - $1000
       3. Podium presentation at non-STTI event –$500 for travel, etc.
       4. Poster presentation at non-STTI event - $250
    2. Selected for International STTI leadership development programs - $1500
    3. Attendance at Biennial as a member of the Alpha Xi Board - $1000.
    4. Attendance at Biennial as a member of an International Sigma Committee/Board–$1000.
    5. Succession planning candidate - on the Sigma ballot as a candidate for a Regional or International office, serving as the Alpha Xi leadership Intern - $1250
    6. Biennial Convention Delegates (2) who attend all sessions of House of Delegates - Biennial registration plus hotel, travel, and per diem supported by receipts.