ASPAN Scholarship Application Checklist

Greetings members,

The checklist serves as a reference guide and provides you with assistance in completing your upcoming scholarship application. The application requires specific dates and names of events. The listings below are just a few examples of ways to obtain the needed points for an ASPAN Scholarship.

<u>All your noted activities must be within the three (3) year time period</u> as dictated in the application.

<mark>Activity dates for the current 2026 Scholarship Program: July 1, 2023 to June 30, 2026.</mark>

Please make sure all activities fall within the time frame or they will not be considered.

Basic qualifications:	
1. Have you been an ASPAN **Active Category** member for the last 2 full years without interruption (immediately prior to the July 1, 2026 deadline date)? 2. Are you employed in the field of perianesthesia nursing and have a minimum of 2 years' experience in this field?	
Specific ASPAN/component activities in the last 3 years: **July 1, 2023 to June 30, 2026**	

1. Have you been actively involved in any local/district/Component or ASPAN activities?
     Member of any ASPAN strategic work teams or committees?
     (Filled out a Willingness to Serve application and selected by the ASPAN President)
 (Dates and name of activities will be required) Examples:
    a. Member of the local/district board of directors or committees
    b. Obtained a speaker for a component education activity
    c. Assisted with writing job descriptions/policies
    d. Fund raising activities for the component
    e. Donated a raffle item at a component event
    f. Recruited a sponsor to support a component event
    g. Participated in activities during PeriAnesthesia Nurse Awareness Week (PANAW)
    h. Served as an ambassador and informed nonmembers of the benefits of ASPAN	

2. Served as a chairperson of a Component or ASPAN committee or strategic work team? **(Dates and name of committee/SWT will be required)**	

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3. Served as an officer on a board of directors, National (ASPAN), Component, District, Chapter? **(Dates and name of activities will be required)** 　a. President 　b. President Elect 　c. Immediate Past President 　d. Secretary 　e. Treasurer 　f. Committee Chair	
4. Attended any local/district/Component educational seminars/conferences or ASPAN National seminars/conferences or ICPAN **(Dates and name of activities will be required) (Virtual is considered)** 　a. Component 　b. Region 　c. District 　d. Chapter	
5. Completed any special project that impacted your Component/District/Chapter **(Describe specific activities within a committee)** 　a. Organized fundraising 　b. Assisted in organizing educational workshops 　c. Actively recruited members Completed any special project that impacted ASPAN National. **(Describe specific activities within a committee)** 　d. Board Orientation 　e. Resource Development 　f. Clinical Inquiry	
6. Lecture on a topic on perianesthesia nursing with contact hours attached for local/district/Component. **(Name and dates. Cannot listed repeated presentations)** 　a. Component 　b. District 　c. Chapter 　d. Local hospital 　e. other	
7. Lecture on a topic on perianesthesia nursing with contact hours attached for ASPAN National. **(Name and dates. Cannot listed repeated presentations)**	
8. Published perianesthesia-related articles (civic/hospital/specialty nursing/website) not related to committee work. **(Name and dates)** 　a. *JoPAN* 　b. ASPAN *Breathline* 　c. Component newsletter	

d. Hospital newsletters e. Other specialty nursing organization Published perianesthesia-related articles in a national nursing journal or website **(Name and dates)** Contributed to a textbook chapter **(Name and dates)** Published a perianesthesia textbook **(Name and dates)**	
9. Reviewed perianesthesia articles for a local/civic/hospital/etc.- or national nursing journal/website - or reviewed a chapter for a perianesthesia nurse textbook - or reviewed an entire perianesthesia nurse textbook **(Name and dates)**	

10. Have you served as an editor of a newsletter?
    a.   Component
    b.   District
    c.   Chapter
    d.   Hospital newsletter
    e. Specialty Practice Group	

11. Have you participated in any perianesthesia Research/EBP/QI projects – component/National/ASPAN Conference? **(Name and title)**	
12. Conducted/published research contributing to scientific base of perianesthesia nursing? **(Name and dates)**	
13. Presented Celebrate Successful Perianesthesia Practices poster at component / ASPAN National? **(Name and dates)**	
14. Influenced perianesthesia nursing at component/National level at local/state/national legislative hearings? **(Name and dates)**	

15. Have you participated in public/ community/ regional/component/National activities enhancing awareness of perianesthesia nursing? **(Name and dates)**
Must be a group event in conjunction with ASPAN or your component/district/chapter (not an individual event)
    a.   Clothing drive / Food drive
    b.   Blood bank volunteer
    c.   Walk/run fundraising
    d. Disaster relief	

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16. Have you served in a branch of the United States armed forces at any time? a. Active duty b. Reserves	
17. Have you received any honors or recognitions? **(Must have received honors, not just nominated) (Name and dates)** **Local, regional, national** a. Daisy Award b. Who's Who c. ASPAN member recognition d. Component awards e. Hospital recognition	
18. Advanced education: graduated with nursing degree honors? Completion of degree? Currently enrolled? **(Name of college and dates)**	
19. Are you CPAN/CAPA certified? a. CPAN b. CAPA	
20. Maintained or obtained FASPAN credential? **(Dates)**	
21. Self-narrative statement Should reflect clarity and relevance to ASPAN's Core purpose: *To empower and advance the unique specialty of perianesthesia nursing*	
22. Two letters of reference/recommendation from professional colleagues (Each scholarship type has specific requirements for these letters)	
23. Statement of need and expense projection Layout projected expenses and explain your need for this scholarship	

Please take time to review and use this checklist to make the application process easier and complete. ASPAN Scholarship Program application information is available on the ASPAN website (www.aspan.org) in February. Application and all required supporting documentation postmark deadline is July 1.