

**NATIONAL ASSOCIATION OF BENEFITS & INSURANCE PROFESSIONALS  
OHIO CHAPTER | POLICY AND PROCEDURE**

POLICY TITLE: CAP Conference Scholarship  
CLASSIFICATION: Board/Executive  
POLICY NUMBER: 2016-0701  
MOTION: Joanie Keehn  
SECONDED: Gerry Stricker  
DATE SUBMITTED (INITIAL): August 11, 2016  
DATE APPROVED: August 11, 2016

SUNSET DATE: August 2018  
SEND TO COMMITTEE FOR REVIEW: July 2018

RENEWAL: March 12, 2019  
MOTION: Carol Conway  
SECONDED: Ingrid Martin  
SUNSET DATE: March 2023

RENEWAL: January 19, 2023  
MOTION: Andrew Toppin  
SECONDED: Barb Gerken  
SUNSET DATE: March 2025

The National Association of Benefits & Insurance Professionals Ohio Chapter (NABIP Ohio) will award a scholarship(s) to a NABIP Ohio member to attend CAP Conference based on the criteria below.

All aspects of the award process will be coordinated by the Chapter Management Administrator in coordination with the Treasurer and in accordance with the following policies.

**Award Criteria (one per lifetime)**

1. The individual must be a member of NABIP Ohio
2. The individual must be a First Time Attendee to CAP conference OR a new to a local or state board.
3. Individuals who received NABIP Ohio CAP scholarships in the past are not eligible to apply

**Award Nomination**

1. Applications can be submitted by any NABIP Ohio member.
2. Application form and criteria will be made available to all members each year in the fall.
3. Applications are due back to the NABIP Ohio office two weeks prior to early bird registration (adjusted annually by NABIP guidelines).

**Award Selection**

Scholarship awardee(s) will be determined by the full Executive Board as recommended by the Treasurer.

**Award Presentation**

The treasurer will contact the awardee(s) and direct them to the NABIP website to register prior to the end of early bird in order to submit for reimbursement.

Reimbursement follows NABIP Ohio's standard expense reimbursement P&P (2008-0301). Early Bird Registration; 50% of the conference hotel room rate and airline transportation. To see detailed criteria please see P&P 2008-0301.