

TNA POLICY AND PROCEDURES FOR ADMINSTRATING TNA GRANT PROGRAM TO ATTEND ANA SUMMER SEMINAR

Adopted October 10, 2019

The TNA will award 2 Educational Grants to attend a one-week session at the ANA Summer Seminar.

To be eligible the person must be a member in good standing during the year of the drawing, and for the two years prior to the year of the drawing. Chapter/Club members are not eligible. Members who do not reside in the USA are not eligible. Participants must be at least 18 years old at the time of the drawing. A prior Grant recipient is not eligible for this Grant until two years has passed from the receipt of the prior Grant (Must skip two drawings). TNA membership must be maintained for the year of the seminar.

Eligible participants should mail or email an entry form or document containing the required information to the Drawing Administrator, who currently is:

Jack E. Gilbert
1093 Sunset Ct
Keller, Texas 76248
gilbej@yahoo.com

The entry must indicate that it is for the ANA Seminar drawing and include the following information:

Name - _____
Address - _____
City, State Zip - _____
Telephone Number - _____

(you may complete the above contact info and use this page as an entry form)

All entries must be received during the time period established each year and detailed in the TNA News. Generally, such time period shall be August 1st through the end of the year depending on when the drawing is scheduled.

Each email entry shall be printed and maintained with the entries received by mail by the Drawing Administrator. A numbered lottery ticket will be assigned (and stapled) to the paper entry form and the other half deposited in a container.

On the designated date for the drawing, a random drawing shall select 2 tickets for the Summer Seminar winners and then 5 tickets for the Library Grant winners. Winners of the Summer Seminar will not be eligible to win the Library Grant. Each winning entrant's eligibility will be validated by comparing the entrant's name with the official TNA membership records maintained by the Secretary of the TNA. If a winner is not validated by the Secretary, another ticket shall be drawn until there are the correct number of validated winners for each program. Winners shall be promptly notified.

Recipients must meet all ANA qualifications for attendance at their seminars. The recipient shall pay the cost of ANA membership if necessary. There is a minimum age limitation for the Summer Seminar.

The Grant includes tuition (including night classes), fees, room, meals and transportation. Transportation and travel expense will be paid in line with the TNA Expense Policy. Copies of receipts and documentation for the expenses incurred will be required with reimbursement to be promptly made. The Grant must be used to attend the next Summer Seminar after the drawing and may not be "carried over" to subsequent years.

The Grant award may not be transferred to anyone else and may not be converted to any type of cash award.

The TNA reserves the right to modify or cancel this Grant Program at any time at their discretion.