

General Education Scholarship Application

The Albany General Hospital Foundation is now accepting applications for the Employee Scholarship Program. Virtual and in-person conferences, seminars, and trainings are eligible. Credentials or licensures required for your current position do **not** qualify, and applications will not be considered if completing the course results in increased compensation. Credentials or licensures **beyond** job requirements are eligible.

Scholarships are funded through generous community donors and employees who give to the Need is Greatest and Brenda Burch Employee Scholarship funds.

Eligibility & Preferences

- Preference is given to Samaritan Albany General Hospital and Albany SMG Clinic staff (clinical and non-clinical) rather than managers, and to employees who have not previously received this scholarship.
- Applicants must be in good standing, employed with Samaritan for at least one year, contribute personal funds toward expenses, and work with their manager to secure department support if available.
- Scholarships may be awarded up to **\$700** and must be used within **12 months** of approval.

Travel Requirements

- All SHS-related travel (airfare, hotel, rental car/shuttle) must be booked through the Concur Travel Portal on SHS Insider to qualify for reimbursement. For assistance, contact SHStravel@samhealth.org.

Additional Consideration

- Managers may apply for funding to bring in a speaker or training for their department. These requests may exceed \$700.

Timeline

- **Application deadline: March 31st, June 30th, September 30th, December 31st**
- **Notification date:** Applicants will be notified on the status of their application within 60 days of submission.

Submission

- Submit applications and supporting documents to the AGH Foundation office mailbox or email SHSFoundations@samhealth.org

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Applicant Application Checklist

- This application form
- Resume to include educational history, any community service and civic involvement
- A written statement of why you would like to take this training and what learnings you will bring back for the department/clinic.
- Attach a copy of the educational seminar or conference
 - Transportation and/or hotel information. *SHS Travel must be used for all professional development travel.*
- Submit all items in the check list to your manager/supervisor.

Manager/Supervisor Checklist

- Manager/supervisor fill out form on page 4.
- Interoffice mail the entire packet to Albany General Hospital Foundation or
- Email the entire packet to SHSFoundations@samhealth.org

(Continued on the next page.)

Applicant Information

Applicant Name: _____
Home Address: _____
Department or Clinic: _____
Work Phone Extension: _____
E-mail: _____

Employment

Have you been employed by SAGH/SHS for at least 12 months?

Yes No

How long have you been employed by SAGH/SHS? ____ years

Educational Opportunity

Name: _____
Date: _____
Location: _____

Financial Information

How much will this cost?

Tuition: \$ _____
Books and Supplies: \$ _____
Housing: \$ _____
Transportation: \$ _____
Miscellaneous (cab fare, tips, etc.): \$ _____
Total Projected Expenses: \$ _____

What resources will you use to pay for the opportunity?

Portion you will pay for: \$ _____
Department Education Budget: \$ _____
Any other revenue sources (such as PNCC/ONA): \$ _____
Total Resources: \$ _____
Amount Requested from the Foundation (max of \$700): \$ _____

Signature

Signature _____ Date: _____

General Education Scholarship Manager/Supervisor Endorsement Form

Applicant Name: _____

Employment & Standing

Has this employee been employed by Samaritan Albany General Hospital or Samaritan Health Services for at least 12 months? Yes No If yes, how long? _____

Is this employee in good standing with no current corrective actions? Yes No

Comments (optional): _____

Department Support

Amount your clinic/department will contribute toward training, lodging, or travel:

\$ _____

Department Cost Code: _____

(Required even if the department is not providing funding. The Foundation reimburses the department directly; employees must use PeopleSoft for personal reimbursements.)

Travel Requirements

NOTE: All SHS education travel (airfare, hotel, rental car/shuttle) must be booked through the **Concur Travel Portal** on SHS Insider. This ensures compliance with SHS travel policies. For assistance, contact **SHStravel@samhealth.org**.

Relevance & Knowledge Sharing

Have you discussed this learning opportunity with the employee and confirmed that it is relevant to your department/clinic needs? Yes No

Have you discussed expectations for sharing the newly learned material with the team? Yes No

How will the employee share what they have learned with co-workers?

If you have any other comments, please attach an additional page.

Signature

Manager Print Name: _____ Ext _____

Manager Signature: _____

Date _____

Please return this form with the application packet to AGH Foundation office mailbox in the mailroom or email to SHSFoundations@samhealth.org. The Foundation will notify the applicant by email/phone if they have been awarded or denied a scholarship. Scholarships are awarded to the hospital department or clinic where the individual is employed. If awarded, foundation staff will provide the procedure to access the scholarship.