

1. The allowance for the Department Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The Past Presidents Scholarship has been designated as a Nursing Scholarship by the Past President Parley and shall be awarded annually in the amount of \$4,000.00 to a veteran or a veteran's wife or husband, widow or widower, or child **or grandchild** of a veteran. The veteran's period of service eligibility is April 16, 1917 - November 11, 1918, or any time after December 7, 1941 to the date of cessation of hostilities as determined by the government of the United States. **(2024)**.
3. Applications may be submitted by students planning to enter or currently enrolled in an accredited nursing school for the purpose of earning a Licensed Vocational Nurse, Registered Nurse or other recognized nursing degree. Applicants must follow the Rules established for eligibility and provide all pertinent information as set forth in the Rules. Applications can be printed from the Department Website. All applications must be submitted by the student to a Unit for sponsorship no later than the 1st Friday in April. Units shall forward completed and signed applications to the Department Chairman no later than the 3rd Friday in April. (2001)
4. The winner of the \$4,000 scholarship is disqualified from future \$4,000 awards, but may be encouraged to apply for a lesser amount. A scholarship winner shall be given priority each year until graduation, provided the grades and need meets the requirements and a new application is submitted each year. (2013)
5. The scholarship applicant has only two (2) years to initiate use of the funds awarded. If the scholarship is not claimed by the University/College on behalf of the applicant within the two (2) year period, the Department Office will require in writing as to why these funds have not been used. If the use of the funds are not initiated in that time frame, they are to be reverted back to the funds from which they were originated. If circumstances of non-use are of a medical or personal nature, it is by discretion of the Department President, Secretary or Treasurer, and the Chairman to extend the claim for a period not to exceed eighteen (18) months before funds are reverted to where they were originated. (2018)
6. Complete applications shall be retained in the Department Office. The applications and all related material shall be scanned and downloaded to a memory stick/disk and kept in the safe to ensure security of personal information of the scholarship recipients. Department Chairmen shall provide to the Department Office a list of name, address, school attending, and dollar amount of scholarships issued for the current year. Unit and District Parley Chairmen shall be notified of all application dispositions. (2010)
7. The Department Chairman shall select three (3) judges of which one (1) shall be a nursing counselor.

8. The Department Chairman shall make financial arrangements with the nursing school according to their policies. The Treasurer shall forward payments to the school as soon as confirmation has been received by the Department Office that the student has been accepted. (2018)
9. Rules, procedures, eligibility requirements, and Nurse's Scholarship Applications will be made available on the Department Website no later than September 1st of each year. If a unit does not have access to the Website, they may contact the Department Office and a copy will be mailed to them. (2009)
10. The Scholarship Fund shall be supported by voluntary donations and shall be maintained in the Department Welfare Fund. The first \$4,000 each year shall be used for the \$4,000 scholarship. Donations received over \$4,000 may be disbursed under the direction of the Department President and Department Chairman to other applicants, as partial assistance and in amounts to meet the basic needs. The number of scholarships awarded shall be determined by the amount available. (2013)
11. A member who has served as a Unit President is eligible for appointment as the Unit or District Past Presidents Parley Chairman. Each may sponsor special projects for their Parley.
12. The Department Chairman shall be a Past Department President and serve in succession if feasible.
13. The corsages and Past Presidents Parley Luncheon tickets for the \$4,000 scholarship winner who attend the luncheon, will be paid out of the Convention Expense. As a courtesy for the recognition a Past National President brings to California, her Past Presidents Parley Luncheon ticket will be paid out of the Convention Expense. (2023)
14. Units and Districts may award book grants to scholarship recipients. The Department may award book grants if there are unused funds after all scholarships have been awarded. (1998)
15. The Education, Junior Activities, and Past Presidents Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
16. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
17. End-of-Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)