



DAYTON PAHCOM SCHOLARSHIP PROGRAM

The Scholarship Fund was established with the purpose of providing funding assistance for education programs and professional development for our Manager members. The goal of the Dayton Chapter of PAHCOM Scholarship Program is to help every member achieve their goal of professional development. Many medical practices do not have a budget that allows for educational assistance to its managers. This is where the local chapter hopes to help. The Executive Committee asks that members take into account this reality when requesting funds.

The Dayton Chapter of PAHCOM Scholarship Program is under the control of the Chapter's Executive Committee. All funds received and all funds disbursed are approved by the Executive Committee. The scholarship program is designed to provide financial support to our members in their efforts to improve their professional capabilities.

Funds may be requested for any educational pursuit that will advance the Manager members role as a medical office manager. This may include PAHCOM sponsored programs, college courses, educational materials, seminars or other training offered by a professional organization or a national speaker.



Request Scholarship Fund Assistance:

The application is available on www.DaytonPAHCOM.com and can be submitted to any Executive Committee member.

- **Scholarship quarters are defined as follows:**
 - 1st quarter-January 1 thru March 31
 - 2nd quarter-April 1 thru June 30
 - 3rd quarter-July 1 thru September 30
 - 4th quarter-October 1 thru December 31
- At the beginning of each calendar year, Dayton PAHCOM Executive Committee will designate ten percent (10%) of the current bank account balance as scholarship funds for the current calendar year.
- At the end of the current year, any remaining scholarship funds will be transferred back into the regular checking account.
- **Awards will be granted based on the following criteria:**
 1. Number of eligible applications received.
*If multiple applications are received, the Executive Board will allocate funds as necessary.

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2. Amount of scholarship fund requested.

3. Current balance in the scholarship fund.

**No award shall exceed the limit of \$500.00 per member.

**No member will be awarded more than one scholarship in a calendar year.

- Scholarship applications will be accepted from the first day of the quarter thru the last day of the quarter. The member **MUST** be in good standing with Dayton PAHCOM and National PAHCOM.
- All applications received after the deadline will be returned to the member. The member can re-submit the application for the next quarter award.
- Quarterly scholarship applications will be determined at the Executive Committee meeting following the end of each quarter.
- The members selected will be notified by the committee and announced at the next membership meeting. All applicants will receive notification.
- If no member requests money for a quarter, these monies will remain in the chapter's scholarship funds through the end of the current calendar year.
- The Executive Committee holds all rights and responsibilities for selecting the applications that most uphold the standards of PAHCOM's educational programs.



The Executive Committee is committed to upholding the standards of the National PAHCOM organization while remaining impartial and fair to each individual local chapter member.