Friends of Memorial Medical Center
Friends Scholar Program Summary 2016

Overview

The Friends Scholar program offers grants of $2500 or $5000 to qualified candidates for the purpose of furthering their education in health-related careers of critical need to Memorial Health System. The number of grants offered and the targeted areas of critical need are determined on a yearly basis by the Board of Directors of Friends of Memorial in consultation with the Organization Development division. Currently, grants are available for eligible candidates and will be distributed in $2500 or $5000 awards.

Eligibility

Eligible candidates are current Memorial Medical Center employees as well as any dependent child of an employee who is enrolled in an accredited program and is seeking a degree in an eligible field of study. The candidate is also required to have completed pre-requisite classes to the sophomore level or above, with a 3.0 grade point average in core classes and a 2.5 overall grade point average on a 4.0 scale. Candidates who are suspended from the Organization Development grant program are ineligible during their suspensions. Current employees must have a minimum score of 3.0 on their last performance appraisal and are ineligible during an active corrective action. Candidates must also provide a copy of their acceptance letter into the eligible program of study. Candidates are only eligible to receive Friends Scholar designation once.

Eligible Fields of Study

Fields of study are determined annually based upon determination of critical staffing needs. Priority will be given to students pursuing a degree in first tier fields; third tier fields will have lowest priority. Candidates pursuing degrees in all three tiers are eligible to receive a grant.

<table>
<thead>
<tr>
<th>Tier One</th>
<th>Candidates who are not currently RNs and are pursuing a BSN degree</th>
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<tbody>
<tr>
<td>Tier Two</td>
<td>Candidates with ADN degrees completing a BSN degree; candidates pursuing degrees in Occupational or Physical Therapy to enter practice; candidates pursuing certification in Occupational or Physical Therapy Assistance</td>
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<tr>
<td>Tier Three</td>
<td>Candidates pursuing degrees in Medical Coding, or Health Information Management, and Surgical Technology.</td>
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Requirements of a Grant Recipient

The successful candidate must contractually commit to undertake a work commitment of 1 year of full time employment or 2080 hours of work with Memorial as the primary employer per $2500 received. Once evidence of successful completion of a degree/course of study is provided, the work commitment period will commence. The grant recipient must also furnish grade reports to Memorial’s Organization Development and Friends of Memorial each semester within one month of receipt, and those reports
must demonstrate a grade point average maintained at the levels listed above under eligibility.

**Procedure to Apply for Friends Scholar Grants**

- The candidate completes the Organization Development Educational Grant application packet and the Friends Scholarship Application. The application and all supporting documentation must be turned in to the Workforce Development team in the Organization Development Division.
  - Email: [WorkforceDevelopment@mhsil.com](mailto:WorkforceDevelopment@mhsil.com)
  - Address: 228 W. Miller Springfield, IL 62702 (Memorial's Center for Learning and Innovation)
- All applications will be reviewed by the Workforce Development team for completeness and eligibility.
- Eligible candidates will be interviewed by a Workforce Development team member per Human Resource guidelines.
- The Friends of Memorial will review a list of candidates who have applied in coordination with the June 1st Educational Grant review deadline and have been recommended by the Workforce Development team. The Friends of Memorial will announce the recipient of Friends Scholar Grants on or about July 1 for the Spring awards.
- The recipient(s) will sign a contract with the Organization Development division for the amount of the award. Friends Scholars will be invited to attend a subsequent meeting with the Friends Board of Directors.
- The Friends Board of Directors vote yearly in December on the number and dollar amount of grants to be awarded the following year and consult yearly with the Memorial Health System’s Organization Development division on the specific program of study eligible for awards. Updated information is made available to the Organization Development by January 1.