香港糖尿科護士協會有限公司
Association of Hong Kong Diabetes Nurses Limited

Guideline on Sponsoring / Nominating Members for Educational Activities

Preamble

The sponsorship offered by the Association of Hong Kong Diabetes Nurses (AHKDN) is to provide funding to support members to diabetes and education related programs / conferences / symposium / other educational activities. Through the sponsorship, the association hopes to support its members in self-development and self-enrichment, thus enabling the advancement of diabetes care in Hong Kong.

Types of Sponsored Activities

i) Category I: Activities organized by AHKDN

ii) Category II: Activities NOT organized by AHKDN, the member is being appointed by AHKDN to attend the activity

iii) Category III: Activities NOT organized by AHKDN, the member is initiating herself to attend the activity

Rules for Approving Sponsorship

i) All members of AHKDN with valid registration are eligible to apply for AHKDN sponsorship.

ii) AHKDN reserves all the rights in approving or disapproving sponsorship.

iii) Applicants should not receive sponsorship on the same item from other organization.

iv) The activity is related to diabetes care and education

v) The activity is recommended by AHKDN

vi) 70% of the Council's approval is required for approving a sponsorship

vii) For Category I & II Activities, there is no limit number of sponsorships for members to be approved on.

viii) For Category III Activity, members will receive no more than 2 sponsorships per financial year (1 April to 31 March).

Application Procedure

i) Members need to send in their application to Honorary Secretary.

- *Use **Application for Sponsorship Form*** for Category III Activity
- *Use **Application for Nomination Form*** for Category I & II Activity

ii) Approval process usually takes place at Council meeting held 3-montly.

iii) Applicants will be informed of the result individually.

Approval Priority and Considerations

Approval will be given considering:

i) Relevance of the event

ii) Suitability of the applicants to the event(s)

iii) Potential contributions to AHKDN by the applicant after attending the event

iv) Given competing applicants for one sponsorship have equal bearings for approval, the council will consider the following with regard to recent 2 years:

- contributions to AHKDN, e.g. organizing functions or activities
- giving presentations to either professionals or public on behalf of AHKDN
- contributions to AHKDN publications, e.g. Newsletter, web, etc.
- have publications or presentations in conferences locally or overseas