

<b><u>Title/Description:</u></b> Russ Babb Memorial Scholarship		<b><u>Filing Number:</u></b> ED-2
<b><u>Effective Date/Revised Date:</u></b> <u>Effective:</u> <u>Revised:</u>	<b><u>Approved by:</u></b> Board of Directors	<b><u>Responsible Author:</u></b> Board of Directors
<b><u>References/Resources Cited:</u></b>		<b><u>Applies to:</u></b>

**Purpose:**

1. The Kansas Respiratory Care Society (KRCS) will have a policy defining guidelines to follow for awarding the Russ Babb Scholarship (RBS) annually at the State meeting to a student currently enrolled in an Accredited Respiratory Care Program in Kansas.

**Procedure:**

1. Applications for the RBS will be posted on the KRCS website.
2. Scholarship application guidelines include but are not limited to:
  - a. Cumulative grade point average a minimum of 2.5 as documented on submitted transcript (s).
  - b. Member of the American Association of Respiratory Care/KRCS.
  - c. Application along with all required documents are submitted in one packet and postmarked on or before January 15<sup>th</sup>.
3. All applications will be sent to the CEU Evaluator. Applications postmarked on or before January 15<sup>th</sup> will be scanned and emailed to the RBS Chairperson.
4. The RBS Chairperson will be a current member of the Board of Directors and is appointed by the KRCS President.
5. The RBS Chairperson will select two additional members to serve on the RBS Selection Committee who are active members of the KRCS.
6. RBS Committee members may not be affiliated with a Respiratory Care Education Program within the State of Kansas. Employees of a clinical affiliate of a Respiratory Care Program are eligible to serve on the RBS Committee.
7. The following criteria will be used in order to select the RBS recipient:
  - a. Application information
  - b. Content of written essay
  - c. Verification of enrollment
  - d. Overall academic record
8. The RBS Chairperson will contact the members of the selection committee to share/discuss/select the recommended recipient.
9. The RBS Chairperson will report to the Board of Directors (BOD) the choice of the selection committee using the current recommended form of communication no later than February 15<sup>th</sup>.
10. The BOD will vote on the selection on or before March 1<sup>st</sup>.
11. The RBS will be awarded to one candidate each year for the sum of \$1000.00.
12. The President of the KRCS will inform the selected applicant of the board's decision.

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13. The President will also contact the candidates not selected and thank them for their interest and encourage them in their future endeavors.
14. The RBS recipient will be awarded during the state meeting. In the event the recipient is unable to attend, it will be given at a later date by a KRCS board member.