

Hunger and Environmental Nutrition Dietetic Practice Group Speaker Bureau Grant Policy

PURPOSE: This policy is intended to support the HEN Mission by offering grants for non-profit organizations to host speakers that provide education on topics that are central to the HEN mission and that promote membership in the HEN DPG.

SCOPE: Any HEN member may submit a request to the Speaker Bureau Ambassador to receive a grant that may be used to defray travel and other expenses incurred by an out-of-town speaker traveling to present at a continuing education meeting for dietetics professionals.

APPLICATION PROCEDURE:

1. A description of the grant program and the application deadlines will be communicated to members via newsletter, ezine, listserv or other HEN approved communication tools on a quarterly basis (as long as there are funds in the budget for the program).
2. Grant applications will be evaluated monthly by the Speaker Bureau Ambassador.
3. The Speaker Bureau Ambassador will review applications and ensure all requested information has been provided, including but not limited to: ensuring the requester is a HEN member and that a budget has been submitted. Incomplete applications will be returned to the applicant for revisions (if needed). Applications may be resubmitted once corrected.
4. A grant must be used within twelve months of being approved.
5. No member may receive more than one grant in a calendar year period.
6. Grants will be paid directly from the Hunger and Environmental Nutrition Dietetic Practice Group to the speaker.
7. Grants must be approved by a simple majority vote by members of the HEN Executive Board. Votes may be held based upon HEN bylaws. No Executive Board member may vote on requests for reimbursement for any member of his or her Dietetics affiliates or company/firm. In making their decision, Executive Board Members will consider, among other factors, the following items:
 - The current financial status of HEN DPG
 - The purpose and audience of the intended presentation
 - The speaker & if subject matter is in line with HEN Mission
 - The cost of travel between the speaker and the user group
 - Any past grants given to the user group
8. If the grant is approved, the HEN DPG may reimburse the speaker's travel expenses by an amount up to 500 USD. Four grants are available per financial calendar year

This program was approved by the HEN Executive Board January 1, 2010 and will remain in effect until terminated by the Board of Directors.