

Guidelines for the Ellen D. Tabor Endowment

(formerly known as the Missionary Nurses Educational Trust Fund)

The Ellen D. Tabor **Endowment** consists of donations from Baptist Nursing Fellowship and friends, and is sought to increase the principal of the **endowment**. Guidelines for using interest income are the following.

Annual interest income from this endowment may be used as follows:

- 1) To assist missionary nurses' to attend the BNF annual meetings.
- 2) To assist missionary nurses' continuing education (CE) needs when not covered by the International Mission Board or the North American Mission Board.
- 3) To assist BNF members' health care missions projects.

Equity among these categories will be considered but will not limit disbursement of funds. Monies not utilized as specified **will be returned to the endowment**.

Members, including missionary nurses, will be notified of availability of funds for mission's projects through the website and the *Lamplighter*. To apply for this endowment, one must be an active member of national BNF for at least six months. Funds are awarded twice annually in April and September. Application for funds must be received by the national BNF office by either February 15th or July 15th for consideration at the next award cycle. Request for monies will be forwarded to the BNF Executive Committee for consideration.

Active or retired missionary nurses are defined as nurses appointed (in any category) by Southern Baptists organizations.

I. Requests for missionary nurses' **travel to BNF annual meetings**

- A. Must be made prior to BNF annual meeting;
- B. Available monies will be divided among those missionary nurses who request assistance.

II. Requests for **continuing education (CE) for missionary nurses**

- A. **CE funds** for missionary nurses may be used when training expenses have first been requested from their sending body (International Mission Board/North American Mission Board) for workshops, correspondence courses, enrollment in college courses and the purchase of textbooks. CE credit must be approved by ANA, state nurses' associations or specialty organizations.
 1. **Workshops:** As much as four weeks in advance of the workshop, submit a request along with a copy of the brochure and the amount of money requested. Approved requests for registration fees only will be reimbursed when the missionary nurse submits copies of receipts and attendance certificate. There is no reimbursement for travel, food, lodging, or late registration fees.

2. **CE by correspondence:** Approved requests for CE correspondence will be reimbursed when the missionary nurse submits a copy of the CE certificate and receipt for payment of the course to the national BNF office.
 3. **Enrollment in a college course:** Request must include the name of the institution offering the course, name of the course, a statement of how the course will assist the nurses' practice and amount of money requested.
 4. **Purchase of textbooks:** Request must include the title, edition, year of publication, how text(s) will be used in nursing practice, and amount of money requested.
- B. Reimbursement (\$35/contact hour) will be made to BNF operating budget when missionary nurses attend CE units provided by BNF.

III. Requests for BNF members' **health-care missions projects**

- A. Request must include the following:
1. Name of health care missions project
 2. Description of the involvement of the requesting BNF member
 3. Name of the project's sponsoring group
 4. Total cost of the project
 5. Amount of money requested
- B. Members receiving funds will write a report of the project for the *Lampighter*.

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