**Massachusetts Association of Public Health Nurses**

**EXPENSES PAID CONFERENCE POLICY**

Public health Nursing is a field that we must foster to protect by providing education and by cultivating Public Health Nurse Leaders.  Public health conferences and meetings are an exciting opportunity for public health nurses to learn, become inspired, and serves as an opportunity to extend that knowledge and enthusiasm to our Board of Directors and our membership. This is an indirect benefit to others from your learning process.

 This conference policy serves as a guideline for those seeking to attend local, State and national public health or associated nursing conferences provided by organizations such as the American Public Health Association (APHA), Association of State and Territorial Directors of Nursing (ASTDN), Massachusetts Health Officers Association (MHOA), National Association of County and City Health Officials (NACCHO), or our own Massachusetts Association of Public Health Nurses (MAPHN) leadership dinner and/or conference and well as others.

Process

The following documents must be submitted to the Executive Committee members of the Board of Directors for MAPHN for their review:

* Conference request application
* Statement of Interest
* If approved, the applicant will register for the conference and/or meeting and make necessary travel arrangements as needed using economic prudence in scheduling travel and hotel arrangements.
* The applicant will sign and submit a travel agreement
* Approved applicants will submit all original receipts to the MAPHN treasurer for reimbursement using the Request for Reimbursement Form.
* The conference attendee will submit either presentation or writing activities post conference to the MAPHN Board of Directors.
* For Expenses Paid in excess of $1,500.00 (total) a commitment to participate in 4 (of the same) committee meetings (of your choosing) of the parent organization within the next 12 months. (MAPHN: Conference Planning, Education and Professional Practice, Visibility, Nominating, By-Laws & Infrastructure or Financial Development)

**The completed forms should be mailed to:**

**MAPHN**

**Caroline Kinsella**

**PO Box 537**

**Milton, MA 02186**