



## **CCI Conference Stipend Policy**

### **A. What is the purpose and nature of the Conference Stipend?**

CCI believes in the importance of continuing education and learning. It also recognizes the need for optimum member participation in its Regional Conferences/Meetings and Annual International Conference.

Moreover, it is aware that not all member organizations may be in the position to financially support the attendance of their representatives.

This stipend encourages and supports attendance of parents and survivors, as well as professional members of all CCI member organizations, in Regional Conferences/Meetings and/or the Annual International Conference. It is primarily intended to assist those from low income countries.

The amount of the conference stipend is meant to assist with the costs incurred to attend the Regional Conference /Meeting or Annual International Conference.

### **B. Who are eligible for the Conference stipend?**

1. Duly endorsed parent or survivor representative of CCI member organizations who have fully paid their membership dues for the previous calendar year.
2. Professional representatives or volunteers of CCI member organizations, who are not parents or childhood cancer survivors but who demonstrate active contributions to the organizations, may also be considered.
3. The member organization must ensure that their endorsed applicants for CCI Conference stipends have the ability to understand and have conversations in English.

### **C. Further limitations and additional requirements regarding the Conference stipend**

1. A maximum of two stipends per year is available to eligible CCI member organizations. No roll-over of entitlements is allowed (i.e. you cannot use an unused stipend for

another year; you have to apply again).

2. Member organizations can only avail of this stipend for a maximum of three (3) years within a period of six consecutive (6) years. This is to ensure that more member organizations will be assisted and supported.
3. Members applying for support to attend the CCI Annual International Conference must have attended at least one previous CCI Regional Conference.
4. Priority will be given to applications from the region when members apply for support to attend CCI Regional Conferences/Meetings.

#### **D. Procedure when applying for a Conference Stipend**

1. The applicant must complete all sections of the application form and send this to the e-mail address as stipulated in the application form. Incomplete application information and/or documentary requirements will result in the application being declined.
2. The application for a stipend must include a letter of endorsement of the applicant from their CCI member organization. An accompanying copy of the audited financial report of the organization must be submitted as well. The audited financial report must be the most recent available and have been completed not more than 18 months prior to the submission of the application.
3. All application forms, with the required documentary support must be submitted before the deadline as stipulated in the conference announcements.
4. The application will be reviewed and decided upon by the CCI Finance, Audit, Risk sub-committee of the Board of Trustees. This committee may co-opt CCI members serving on the Local Organising Committee of Regional Conferences or Meetings to assist with evaluating applications.
5. A letter of confirmation, with notification of the amount of the stipend approved, or a letter of regret will be sent by the CCI Head Office to those who applied for stipends.
6. In the event the member organization decides not to pursue their application, they should immediately inform the CCI Head Office so that the stipend can be re-allocated.

7. Stipends for the International Conference will be deposited into the bank account of the member organization and not that of the applicant's personal bank account. This will be done within 4 weeks after the close of the International Conference.
8. Stipends for the Regional Conference or Meetings may be given on site by the local CCI organizing committee, depending on arrangements with the CCI Head Office.

**E. Obligations of the recipient of a stipend**

1. Stipend recipients must attend all activities of the regional conference/meeting or international conference including pre conference activities/education and/or courses/workshops. Unexplained failure to demonstrate full attendance could lead to withholding of the stipend as well as affecting future stipend applications for the next three years.
2. Prepare and submit a one page summary of Significant learnings and Insights from the Regional Conference/Meeting or Annual International Conference attended and how helpful/useful these learnings will be to themselves and to their organization. This feedback and reflection paper should be sent to the CCI Head Office no later than a month after completion of the event, to be forwarded to the chair of the organization from which the recipient comes as well as an individual(s) on the board designated the responsibility of reading these reports.