

Application Instructions for Rhonda Shimmens Scholarship

Overview

In 2023, the SSM St. Mary's Hospital – Jefferson City Foundation established the Rhonda Shimmens Scholarship to honor Rhonda's exceptional service to St. Mary's. This scholarship can be used for independently established courses, professional accreditation, or continuing education programs. Applications will be made available during the fall scholarship cycle and the award will be announced in early November of each year in conjunction with Rhonda's work anniversary.

Who is Eligible?

To be eligible for the scholarship, you must:

- Be a full- or part-time (benefit eligible) employee, in good standing, employed with St. Mary's – Jefferson City for a minimum of 1 year (*12 consecutive months*) at the time of application.
- Be an employee seeking to develop his/her technical or professional abilities in an area identified as an appropriate need in the workforce at SSM Health-St. Mary's– Jefferson City.
- Show proof of enrollment or be in the process of completing enrollment in an independently established course, or professional accreditation or continuing education program. Applications for **completed** courses, accreditations, or continuing education programs **will not be accepted**.
- Submit a letter detailing the need and benefits of the education or training.
- Submit a nomination form which must be completed by a SSM Health St. Mary's Hospital staff member.
- **Complete all required application information** and send to the Foundation office by E.O.D. on October 1st.

Preference will be given to:

- Nursing staff
- Employees who display good work ethic, leadership, and compassion
- Employees with volunteer and community involvement
- Employees with multiple years of service at St. Mary's

Complete applications will include:

- A completed application form with all requested information attached.
- An official transcript from current or previous institutions within your field of study.
- Official verification of enrollment.
- A schedule of fees and/or costs of the course or program.
- Completion of personal statement describing your commitment to St. Mary's – Jefferson City, including details on the need and benefits of the education or training.
- A list of your extracurricular, community, volunteer, or health care activities.
- At least one letter of reference from a work supervisor or director.

How Much Can I Receive?

The recipient will be awarded \$1,000.

How Are Recipients Chosen?

A selection committee is comprised of members of the St. Mary's Foundation board of directors and administrative staff. Applications will be screened for eligibility prior to being reviewed by the selection committee. Applicants will receive letters of acceptance or denial of scholarships within 60 days of the application deadline.

How Do I Apply?

Application forms for the Employee Scholarships are available, upon request, from the St. Mary's Foundation Development Office by calling 573-681-3742, or by visiting our website at www.givetossmhealth.org/stmarysjc.

It is the applicant's responsibility to ensure that all parts of the application are properly completed and delivered by the deadline. **Incomplete applications will not be considered.** Mail all application materials to the SSM Health St. Mary's – Jefferson City Foundation, Development Office, 2505 Mission Drive, Jefferson City, MO 65109.

Need More Information? Contact: Tori.Baker@ssmhealth.com; 573-681-3742