

Resident Wellbeing Committee Wellbeing Event Funding Package

Background Information

- The Professional Association of Resident Physicians of Alberta and the Faculty of Medicine & Dentistry provide the Resident Wellbeing Committee (RWBC) with funds for the promotion, maintenance and encouragement of wellbeing among resident physicians, fellows and their families.
- Some of this money is allocated specifically to fund resident or fellow planned wellbeing events.
- Applicants should first attempt to find funding for the proposed event within their program's budget before requesting money from the RWBC. The RWBC will try to fund events that would not otherwise have the money or support to take place.

Money Allocation

- Money will be allocated based on the number of attendees. This can include residents and fellows, as well as spouses and family members if the event includes them.
- Faculty and staff, if invited or involved in the event, will not be included in the attendee calculation for funding.
- The RWBC encourages programs to come together for joint wellbeing events. Programs planning joint events should apply together with one application form. As noted above, money will be allocated by number of attendees *combined*.
- Events involving 10 attendees or less may apply for up to \$300. Events involving more than 10 attendees may apply for up to \$30 per attendee. The chair(s) of the RWBC will review applications. Applications may be accepted or denied by the chair(s) or may be brought to the committee for review at the discretion of the chair(s). Any application requesting more than \$1000 will be reviewed at the next RWBC meeting before a funding decision is made.

Application Details

- Applications will be accepted at any time during the academic year and will be considered until all funds for that academic year have been allocated. Preference will be given to programs that have not had any funding in that academic year.
- If necessary, applications will be accepted after an event has taken place.
- Applications must be reviewed and signed by the residency training program director, the program's wellbeing committee representative and the event's organizer.
- Details of the planned event, wellbeing goals and budget must be included with the application.
- Applications should be submitted using the Application Form (see appendix one).

Reimbursement Process

- The RWBC uses the expensing system of the University of Alberta and must follow the rules of that process.
- Only original and itemized receipt(s) will be accepted for reimbursement. Copies cannot be accepted.
- All receipts should be submitted to the Office of Advocacy & Wellness for reimbursement either in person or by mail (1-134 Katz Group Centre, University of Alberta, Edmonton AB, T6G 2E1).
- Reimbursement should be completed within three months of the event.
- A list of all residents who attended the event must be included with the receipts; this can be done on the post event summary form included in this package.
- The minimum reimbursement possible per person is \$100 so please be sure to organize your expenses in a way that will not need individual reimbursements of less than \$100.
- The RWBC cannot reimburse for the purchase of alcohol.

Event Details

- Events should be planned with specific wellbeing goals in mind and the link between the event and the achievement of these goals should be outlined in the application form.
- Wellbeing events should be open to, and considerate of, all residents and/or fellows in the program.
- When planning an event, it should be expected that at least half the program will attend.
- Money allocated for the event cannot be used to purchase alcohol. Consumption of alcohol at the event should be avoided.
- Off site (non-hospital based) events should be considered.
- Funds will not be used for competition, evaluation, or recognition of a resident or fellow's success or accomplishment.

Post Event Requirement

- After a funded event is complete, the event organizer will submit a summary of the event, its wellbeing outcomes, and (if available) photos of the event using the Post Event Summary Form (see appendix two).
- In order to better advertise the great events, and to encourage others to participate in this program, we will post a short summary and any included photos on our website. **In order to include your photos, please complete and include the photo release form.**
- The post event summary needs to list the names of the attendees in order to reimburse the event
- The summary should include an evaluation of what went well and what, if anything, could have been improved. It should also include information that would help other programs plan similar events in the future (such as contacts for speakers or event venue reservation information).

Travel to Present Wellness Related Projects and Research

- Residents and fellows who are travelling to present research or projects relating to wellness may apply to the RWBC for funding to help cover expenses.
- On a case-by-case basis, the co-chairs will consider approving travel expenses up to a maximum of \$300.

Suggestions/Ideas and COVID-Restriction Update

- In light of recent COVID restrictions, the RWBC has created a list of ideas for wellness events which are COVID-restriction friendly. Check out the [RWBC page on the OAW website](#) to find the new *RWBC COVID Restriction Friendly Event Ideas* list along with our previous *List of RWBC Event Ideas*.
- Be creative! If you are unsure if your event fits the application requirements, please contact the co-chairs to discuss your idea and get suggestions.

Appendix One Application Form

For OAW use:

Approved for \$ _____

Discussed at Meeting:

Sept Nov Jan Mar May

PES Photos Release form

Paid

Demographics

Application Date

Program(s) – list all if joint event

Event name

Event date

Event organizer name

Event organizer email

Wellbeing representative name and email (if different from organizer)

Total number of residents or fellows in the program(s):

Number of residents or fellows expected to attend:

Number of non-resident/fellow attendees expected to attend: (family members, spouses – not including staff)

Total number of attendees expected to attend:

Will staff/faculty be included?

Yes

No

Appendix One

Application Form Continued

Event Details

Event Description

Wellbeing Goals

How does the event, as outlined above, lead to the achievement of your wellbeing goals?

Appendix One

Application Form Continued

Budget Details

Total money requested:

Please attach a budget to this application form or outline below

Signatures

Program Director Name _____

Program Director Signature _____

Event Planner Name _____

Event Planner Signature _____

Wellbeing Representative Name (if different) _____

Wellbeing Representative Signature (if different) _____

Appendix Two

Post Event Summary Form

Demographics

Date

Program

Event name

Event Date

Event organizer name

Event organizer email

Total no. of residents/fellows in the program

Total no. of attendees at the event

Please list the name of each resident or fellow attendee (this is needed for reimbursement)

Were all attendees residents or fellows?

Yes

No

Total cost of the event

Total funded by the RWBC

Event Summary Details

Summary of the event

What went well?

What could be improved on?

Please list the names and contact information of any speakers, organizations or businesses that might be interested in helping other programs organize similar events.

**Please send us photos of your event
(along with the completed release form on the next page)!**

