



# HOSPITAL AUXILIARIES ASSOCIATION OF ONTARIO STUDENT EDUCATION GRANT APPLICATION 2010

The HAAO Education Fund gives grants for the continuing education of its member organization.

**GRANT POLICY:**

**\* We will fund one (1) student delegate and one chaperone per organization .**

Grants are available to any member organization requiring assistance once they have spent 10% of the income or surplus on the education of their members. Up to 75% of the identified expenses may be granted.

**MEALS WILL NOT BE FUNDED. A CURRENT FINANCIAL STATEMENT OF THE ORGANIZATION AND AN ITEMIZED LIST OF EDUCATION EXPENDITURES MUST ACCOMPANY ALL APPLICATIONS.**

Please ensure that the application is on the current form and reaches the addresses below postmarked for review by **August 14, 2010 for The Student Convention.**

1. Name of Organization \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_ Region \_\_\_\_\_  
 Name of Organization President \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Telephone ( ) \_\_\_\_\_
2. Name of Student \_\_\_\_\_ E-Mail \_\_\_\_\_
3. Would you be able to send delegates if funding was not available? Yes \_\_\_\_\_ No \_\_\_\_\_
4. List estimated expenses:  
 a) Registration:  
 b) Travel: (car, bus, train or plane - circle one)  
 cost per person \_\_\_\_\_ Total \$ \_\_\_\_\_  
 (excluding taxes) student (and chaperone)
- c) Accommodation: 1 room @ \$ 199 .00 for 1 night  
 (if 2nd night requested – explanation required)  
 TOTAL: \$ \_\_\_\_\_
5. Amount of assistance applied for (up to 75%) \$ \_\_\_\_\_
6. Remainder to be subsidized by:  
 Organization \$ \_\_\_\_\_ Facility \$ \_\_\_\_\_ Individual \$ \_\_\_\_\_
7. How much did your organization spend on education of your members last year? \$ \_\_\_\_\_

\* Please return the Grant Assessment & Follow-up fully completed form and receipts ***within 30 days of event*** to the addresses overleaf. Failure to return form & receipts may make you ineligible for future grants.

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**GUIDELINES FOR THE EDUCATION FUND GRANTS TO ORGANIZATIONS**

1. **LATE APPLICATIONS WILL NOT BE PROCESSED.**
2. \*Applications will be considered for a maximum of **one student delegate and one chaperone** per organization for the **HAAO Annual Student Convention.**
3. **UP TO 75%** of the estimated expenses for the most economical method of travel, registration and accommodation will be granted (**taxes and meals travelling to Convention not included.**) **RECEIPTS ARE REQUIRED.**
4. A reviewed financial statement as presented at your last annual meeting must accompany the form and should include lottery and gift shop receipts.
5. The completed application and financial statement should be sent to the Treasurer.
6. The application will be processed and funds allocated by the Treasurer in consultation with the Finance Committee.
7. Any portion of the grant not used must be returned to the HAAO Education Fund c/o the address below.
8. \*Attach a list of names of proposed **student** delegate members.

**Send completed form and a current financial statement to both:**

**Margaret Anne Robertson**  
**HAAO Treasurer**  
146 Hemlock Place  
Thunder Bay, ON P7C 1W6

**AN INCOMPLETE APPLICATION OR USE OF OUTDATED FORM  
MAY DISQUALIFY YOUR REQUEST**

<p><b>HAVE YOU ENCLOSED?</b></p> <p>A list of names ..... <input type="checkbox"/></p> <p>A copy of your reviewed financial statement..... <input type="checkbox"/></p> <p>An itemized list of education expenses ..... <input type="checkbox"/></p> <p><b>HAVE YOU ANSWERED?</b></p> <p><u>Every</u> question ..... <input type="checkbox"/></p>
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***Document In Effect Until - November 10, 2010***