

# NENA Alberta



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## Special Funding for Volunteer Nursing

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Date Created: May 2020

Date Revised:

These funds are made possible through allocation of monies from the regular NENA Alberta finances (not to exceed greater than 5% of bank balance in any one year to a maximum of \$3000 per year) and the fund raising efforts and initiatives of NENA Alberta.

Monies will be for voluntary humanitarian assistance provided at local, national and international levels of relief.

The following guidelines shall apply for disbursement of these funds.

1. The Administration of the Fund for Special Funding for Volunteer Nursing shall be the responsibility of the Treasurer of NENA Alberta
2. Application for funding shall be processed according to the established criteria.
3. The administration officer shall respond to member's questions/calls.
4. The treasurer will keep financial records of the Special Funding for Volunteer Nursing, preparing and presenting a report for the annual general meeting.
5. The Special Funding for Volunteer Nursing books and financial statements will be audited with the regular accounting books of NENA Alberta
6. Funding shall be available to all members of NENA Alberta who have held membership for the six (6) months prior to the event and application.
7. Maximum amount available per twenty four (24) month period will be up to \$1000.00 per person. Original receipts must be presented to receive funding. Once funds are exhausted in a given year, no further monies will be available.
8. Requests for funding shall be made through a written letter to the Local Executive detailing the particulars of event, along with any printed material available on the offering. Deadline for applications will be June 1 in any given year. Monies will be distributed at the NENA AB AGM annually.
9. The NENA AB Executive shall review and approve / reject applications.
10. Members who receive funding shall report back and share information with colleagues, in a formal or informal setting (such as unit or pod meeting, article for the NENA AB newsletter, presentation at an education day) within three (3) months. A notice shall be sent to the NENA AB Executive prior to the session occurring.

11. Funding for designated events shall be utilized for:
  - a. Accommodation
  - b. Travel
  - c. Foods
  - d. Medical Supplies
  - e. Immunizations required for travel to affected areas
  - f. Medications for potential disease prophylaxis