TERMS OF REFERENCE FOR
THE AUXILIARY EDUCATION ENDOWMENT FUND

NAME

Auxiliary to BC Children's Hospital Education Endowment Fund

PURPOSE

The Auxiliary to BC Children's Hospital Education Endowment Fund (the "fund") shall provide financial assistance to encourage volunteers and staff health care providers (excluding physicians) engaged in the care for children at BCCH. The purpose of the Fund is to encourage the pursuit of educational opportunities that will enhance the care provided for children and families at BCCH.

FUNCTION

Financial assistance from the Fund shall be in the form of Grants to successful applicants who have been approved by the Selection Committee.

Grants are awarded for educational initiatives covering a specific period of time. Multi-year grants will, as a general rule, not be considered. Preference will be given to those who are first time applicants.

Grants shall be made annually from the investment income of the fund. Grants shall range from $100.00 to $1,000.00. $2,000.00 of this Fund may be reserved annually for volunteer applicants from BCCH, to be directed toward post secondary education leading to an accredited degree, certificate, and diploma in health care field. One of the volunteer recipients will be the Mary Lou Hunter Award. This Award will be given to a volunteer/student who best demonstrates their compassion and exceptional commitment to volunteering at BCCH. There is no requirement that all investment income be expended in the year of its accrual.

Grants may cover all, or a portion of, the costs for conferences, seminars and workshops or for academic study at a recognized institute of higher learning.

The Fund shall rest in perpetuity within the Investment Portfolio of the B.C. Children's Hospital Foundation.

HISTORY

The Auxiliary to BC Children's Hospital was incorporated in 1982 when the hospital moved to the new Oak Street site. Auxiliaries from the Vancouver General Hospital Health Centre for Children and the 59th Avenue Children's Hospital location melded to form the new organization which has been and continues to be a vital force within BCCH.

Since 1982, members of the Auxiliary to BC Children's Hospital contribute many hours of service annually, through the Department of Volunteer Resources, in the clinics, modules, playrooms, and other service areas of the hospital. In addition, members raise funds dedicated to special programs, equipment purchase, research projects and continuing education for hospital personnel.

It is within the latter category, the continuing education of hospital personnel, that the Auxiliary perceived the need and accompanying shortfall of funds, which motivated the establishment of the Fund.

While there appears to be considerable funding for continuing education of physicians, this does not seem to be the case for other health care providers at BCCH site. The Fund therefore, has been initiated to help alleviate the noted shortfall. The Auxiliary to BCCH Education Endowment Fund has a mandate to support staff and volunteers engaged in the care of children and families at BCCH.

In September 2008, the Auxiliary to BCCH agreed to include in this Endowment Fund, one grant award each year to the BC Children's Hospital School Room, whereby one student would be chosen for special recognition.

ELIGIBILITY

The opportunity to apply for a Grant from the Fund shall be open to full-time and part-time staff and volunteers of Children's Hospital who meet the following criteria:

1. a) Health Care Providers (**excluding** physicians)

   or

   b) Volunteers with a minimum of 100 hours of service.

2. Assignment with BCCH has continued for a minimum of one year.

3. Intention that the assignment with BCCH will continue beyond the Grant period.

APPLICATION FOR GRANT

Applicants shall:

1. Complete the accompanying form which outlines the purpose, duration and amount requested and includes a statement of the anticipated benefit to BCCH patients and families and to the recipient. Preference will be given to applications related to the health of children.
2. Provide a brief resume of background relevant to the application.
3. Provide two letters of support, one of which should be from a Department Head.
4. Attach conference, seminar, forum, course brochures with application.
5. If selected, provide:
   a) proof of expenditure for the intended purpose, e.g. original receipts
   b) a report of experience after completion of conference, seminar, course, etc.

APPLICATION DATE DEADLINE - Annually, March 31st.

SELECTION DATE - Annually, May 1st. Successful applicants will be notified in writing.

PRESENTATIONS MADE AT - The Annual General Meeting of the Auxiliary to BCCH in May.

SELECTION COMMITTEE:
The Selection Committee shall be appointed annually by the Auxiliary to BCCH Board of Directors and shall be comprised of:

- Five members of the Auxiliary to BCCH, at least one of whom shall be a current member of the Auxiliary Board of Directors.
- Two BCCH staff representatives.
- The Director of Volunteer Resources, C&W
- The Director of Learning & Development, C&W.

The Committee shall be chaired by a member of the Auxiliary Board of Directors.

SUBMIT APPLICATIONS TO:

Chair, Selection Committee
The Auxiliary to BCCH Education Endowment Fund
c/o Room 1H45 , Volunteer Resources
Children's & Women's Health Centre of B.C.
4480 Oak Street, Vancouver, B.C. V6H 3V4