

SEINE RIVER TEACHERS' ASSOCIATION
WELLNESS FUND
(Revised September 2023)

CRITERIA:

The Seine River Teachers' Association has established the *SRTA Wellness Fund* to support physical, nutritional, and mental wellness.

Funds must go towards a wellness activity that enhances the wellness of ***all active SRTA members that are part of the school/worksites/group***. A *committee of members* (defined as two or more members), under the guidance of and in consultation with the remaining SRTA members in each school/worksites/group, must determine the activity.

The *SRTA Wellness Fund* covers activities such as:

- Equipment for wellness activities
- Books, videos, and software
 - (Materials purchased for the above activities will become the property of the school. A list of these materials will be made available to the schools through the SRTA.)
- Intramural events for teachers
- Guest speakers

It does not cover:

- **Salaries for staff, substitutes, or release time**
- **Transportation**
- **Activities that are confined to a comparatively limited number of members**
- **Funds which might otherwise be provided by the school or Division**
- **Gift cards**

The amount allocated per school/worksites/group is an annual amount and is calculated on a per-member basis at each workplace, based on active members as of September 30 of each school year, with a \$100 minimum per workplace. No adjustment to this value will occur once the allocation is determined, regardless if the number of members at a school/worksites/group changes after the final determination.

The teaching committee can determine if it will provide one or more activities. However, activities done on a different day must be applied for separately.

Unused funds cannot be carried forward to the following year. Any funds not applied for by the end of February will be reallocated by the SRTA to fund a social activity.

The application form, located on the SRTA web site, **must be submitted at least ten (10) days in advance of the activity occurring** and must be approved by the Wellness Chair. Requests for funding must be submitted by the **end of March of each school year**.

Money will be reimbursed upon submission of itemized receipts. **Receipts must be submitted no later than May 31 of each school year**. It is important to get receipts submitted as quickly as possible to ensure reimbursement before the end of the school year. *Note: please limit the number of people reimbursed per activity to two.*

The establishment of this fund was approved by SRTA Council on September 23, 2014. Guidelines for the *SRTA Wellness Fund* will be evaluated annually by the SRTA Executive.