

SEINE RIVER TEACHERS' ASSOCIATION
WELLNESS FUND
(Revised September 2022)

CRITERIA:

The Seine River Teachers' Association has established the *SRTA Wellness Fund* to support any of the following key areas:

- Physical Wellness
- Nutritional Wellness
- Mental Wellness

Money must go towards a wellness activity that enhances the wellness of the ***entire teaching staff***. A *committee of teachers* (defined as two or more teachers), under the guidance of and in consultation with the remaining SRTA members in each school, 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 teachers
- Funds which might otherwise be provided by the school
- Gift cards

The amount allocated per school is an annual amount and is calculated on a per-member basis at each workplace, based on staffing as of September 30 of each school year, with a \$100 minimum per workplace. 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 February of each school year**.

Money will be reimbursed upon submission of itemized receipts. **Receipts must be submitted by May 31 of each school year**. It is important to get receipts submitted as quickly as possible to ensure receiving 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.