

Section III – Financial Information

What amount are you applying for? (maximum of \$500) \$ _____

Please provide a breakdown of the costs you have incurred, or an estimate of those you plan to incur in attending the event:

Tuition/ Registration Fee: \$ _____ Accommodation: \$ _____ Textbooks: \$ _____

Child care: \$ _____ Transportation: \$ _____ Meals: \$ _____

Other: _____

Section IV – Member Authorization

I certify that the above information is true and correct. I hereby authorize the Finance Committee to validate any of the aforementioned information, if required.

Member Signature

Date

Please ensure the following:

- Section I - IV are complete
- Receipts attached (if payment completed)
- Outline of event attached (which explains its content)

Section V – Office Use Only

Comments: _____

Amount Awarded: \$ _____

Date Received: _____

Manager of Finance and Operations

Date

WARREN CHYKOWSKI MEMORIAL AWARD APPLICATION GUIDELINES

Who is eligible?

- In order to qualify for assistance, the applicant must be an Active HSAS Member.

Application Procedure:

- HSAS Members will be eligible for one grant per fiscal year to a maximum of \$500.00.
- Confirmation of receipt of application will be sent.
- If the event is not attended, HSAS expects full reimbursement of the educational grant.

Required Documentation:

- Application Forms: Only an original application form is accepted, or a scanned PDF copy can be sent to: hsasstoon@hsas.ca.
- Receipts: Originals or copies must be submitted within 30 days of the event completion. These may be submitted by mail, in person, or electronically to the Saskatoon HSAS office (hsassaskatoon@hsas.ca).
- No faxed copies will be accepted.

Selection Procedure:

- Coursework must be completed within the fiscal year of application.
- Coursework may be on line or physically in attendance of event.
- Coursework must be related in the following areas:
 - Human Rights.
 - Climate Change and its impacts.
 - Cultural Awareness.
 - Community Activism.
 - Equity Diversity and inclusion in health care.
 - Or other equivalent content to above.

Warren Chykowski Memorial Award Notification:

- Unsuccessful applicants will not be contacted.

Administration:

- The successful applicant will be eligible for a maximum of \$500.00 which will be paid by cheque upon presentation of expense receipts.
- Only expenses for the following will be considered for reimbursement: registration fee, meals, accommodations, transportation for out-of-town events, child care and textbooks.
- These guidelines may be added to, changed, or amended at any time upon authorization of HSAS Executive Council.
- Application forms may be obtained from the HSAS office or website.
- Funds will be awarded on a first come, first serve basis and are based on yearly budgeted amounts. All decisions made regarding the application and coursework eligibility are final and binding.

Personal Information:

- HSAS will only use and disclose the personal information collected in connection with this application for the purposes of evaluating and processing the application, validating the information provided and any other purpose as required by law. For other information about privacy policies of HSAS, please visit www.hsas.ca.

Names of successful applicants will be posted on the HSAS website and published in the HSAS Annual Convention book.