



## Wellness Events Funding Request

Please submit your application via email to Joanna Winichuk: [joanna.winichuk@usask.ca](mailto:joanna.winichuk@usask.ca)

Signature of the Event Organizer

## APPLICATION DETAILS:

- Total budget allocated for this initiative is dependent on program size - up to \$500 per event
- Events with meals should follow the U of S meal per diem amounts.
- Requests must be submitted 4 weeks in advance.
- Participants may include faculty, staff, and family members.
- Approved events include, but are not limited to, paint nights, craft classes, studio classes (yoga, spin, etc.), bowling, escape rooms, movie nights, meals/BBQs/picnics (excluding alcohol), etc. All events will be considered but are subject to risk management approval.
- All funding requests will be reviewed by the Resident Wellness Coordinator and PGME Manager.
- Priority will be given to applications that have not received funding for that academic year.
- **Reimbursement will only be made for pre-approved expenditures.** Please discuss your request with the Resident Resource Office as you begin to plan your event. Our Resource Office will also be able to provide suggestions for wellness activities or could assist in planning your event.
- **A post-event report along with the original, itemized receipts for all eligible expenses as well as an attendee list must be submitted for reimbursement. Meal claims must exclude any charge for alcohol.**
- Your brief post-event report may include a summary of what worked well and suggestions for improvements (No more than 100 Characters). Participants are strongly encouraged to submit photographs as part of their event summary report. RRO may share your event photographs through PGME social media, reporting, and/or communications.

For questions contact: Joanna Winichuk, Clerical Support, Resident Wellness  
Phone: 306-966-5557, Email: [joanna.winichuk@usask.ca](mailto:joanna.winichuk@usask.ca)

### **PGME Use Only:**

**Application received on:**

**Application reviewed by:**

**Funding Approved:** ☐ Yes ☐ No

**Comments:**