

HTA		<b>Application Form</b>		Health and Wellness Fund	
Date of Application		Name of School			
Date of Activity		Name of Contact Person			
		email		phone number	
<b>Activity Information</b>					
Title, Description, Location					
Type of Health and Wellness Component					
<input type="checkbox"/> Physical		<input type="checkbox"/> Nutritional		<input type="checkbox"/> Mental	
Total Amount Requested (#Participating Members x \$20)			Signature		
<p>After the Event has taken place...</p> <p>Please submit receipts for reimbursement and complete the following:</p>					
No. Members Participated:			Cheque made payable to:		

HANVOER TEACHERS' ASSOCIATION  
HEALTH AND WELLNESS FUND

CRITERIA:

Hanover Teachers' Association has established a Health and Wellness Fund to support the following key areas:

- Physical Health and Wellness
- Nutritional Health and Wellness
- Mental Health and Wellness

Money from the fund must go towards a health and wellness activity that enhances the health and 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 HTA members in each school, must determine the activity.

The Health and Wellness Fund covers activities such as:

- Equipment for health and wellness activities
- Books, videos, tapes and software
- Intramural events for teachers
- Guest speakers

Note: Materials purchased for the above activities will become the property of the school.

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

The maximum amount allocated to each school is \$20 per participating member. The school committee can determine if it will provide one or more activities. However, each activity must be applied for separately.

Requests for funding must be submitted to the Wellness Chairperson prior to the date of the event and must be approved by the Wellness Committee.

Money will be reimbursed upon submission of receipts. Receipts must be submitted by May 30 of the school. It is important to get receipts submitted as quickly as possible to ensure receiving the funds before the end of the school year.

Unused funds from a school cannot be carried forward to the following year. Any unused funds from a particular year will be carried over into the following year's HTA Wellness Fund.

Guidelines for the HTA Health and Wellness Fund will be evaluated yearly by the Wellness Committee.