

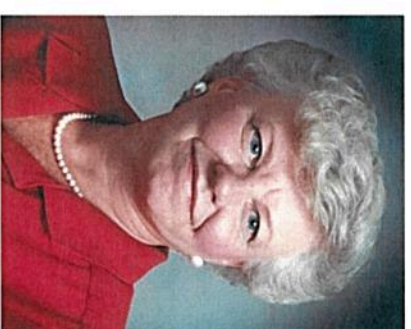
Application Process

1. Complete an "Application for Nursing Education Assistance" which is located on the Foundation website www.smhfoundation.ca
2. Your application must be authorized by your manager prior to submission
3. Submit your completed application to Saugeen Memorial Hospital Foundation
4. The Selection Committee will review all applications for compliance with the stated criteria
5. Saugeen Memorial Hospital Foundation will inform you of the decision

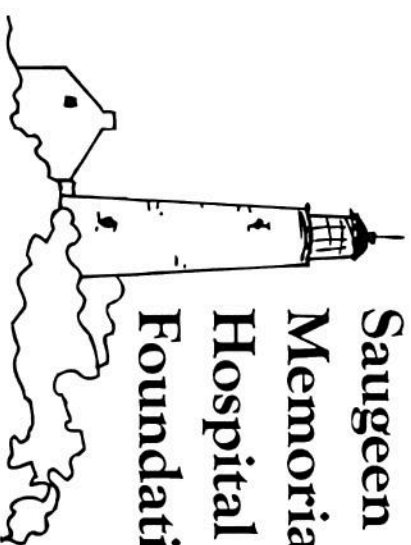
Application Checklist

Before submitting your CFMNEF application, please ensure the following

- You are applying for funding knowing grants only occur upon successful completion of the course
- Your application form is complete with the course title, start and end dates, tuition costs, and contact information
- This is your only application during the Foundation's fiscal year (April to March)
- You are applying prior to the application deadline
- Your manager has signed your application
- To your application, you have attached a brief summary of how this course will contribute to your current responsibilities or future opportunities within GBHS-Southampton Site
- To your application, you have attached a brief summary of how you will apply your knowledge at GBHS, as well as your expected length of service with GBHS



Saugeen Memorial Hospital Foundation



**Carolyn Frances Mack
Nursing Education Fund**

*Program is funded through
the generous support of donors to the
Saugeen Memorial Hospital Foundation*

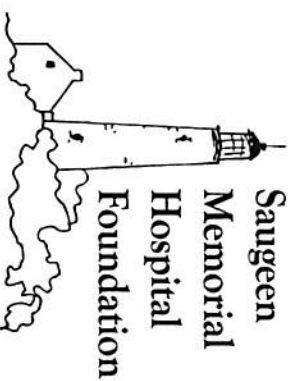
The Carolyn Frances Mack Nursing Education Fund

In its ongoing efforts to improve the quality of care and services, Saugeen Memorial Hospital Foundation is committed to the advancement of knowledge and skills through education.

In fulfilling this commitment, it is designed to provide eligible full-time and regular part-time employees a portion of direct tuition expenses for qualifying education courses.

This memorial fund is being provided for courses specifically related to Cardiac Care, Palliative Care, and Clinical Technology, as well as Leadership.

The grants will be awarded by Saugeen Memorial Hospital Foundation through the Nursing Education Fund Selection Committee in the regular application process.



The Carolyn Frances Mack Nursing Education Fund was established by Bob Mack in memory of his wife Carolyn. Grants from The Fund assist in professional development and are limited to those working in departments at GBHS-Southampton Site.

Carolyn Mack (nee Helwig) was a Team Leader of the inpatient medical and surgical units as well as Clinical Supervisor at Southampton Hospital. The opportunity for education and training through a fund in Carolyn's honour has been enthusiastically welcomed by the nursing team. Carolyn has been described as a progressive person who was proud of her training and accomplishments; a nursing education fund in Carolyn's name is a wonderful tribute to her memory.

Employee Eligibility

- Employee must be a full-time or regular part-time, permanent employee of the hospital, with at least 12 months of continuous service prior to the start date of the course
- Employee agrees to pursue the course(s) on their own time and without financial support from another source
- Employee will register and pay for the course(s). Reimbursement will be received upon proof of successful completion and the submission of original receipt(s) for all courses on an individual application

Course Criteria

To be eligible, the education course must:

- Be offered by an accredited community college, university, or other comparable institution
- Contribute to the employee's professional development and be seen as an asset for opportunities at GBHS – Southampton Site

Available Funding

- Funding is for direct tuition expenses including the actual cost of the course, as well as travel, lodging, and other expenses associated with the course
- For full-time employees, tuition assistance will be 100% of the tuition up to \$1,000 per individual applicant per year
- For regular part-time employees, tuition assistance will be 60% of the tuition up to \$600 per individual applicant per year
- One monetary award is available per successful applicant during the Foundation's fiscal year (April 1 – March 31). On your application include all courses you are applying for during the fiscal year
- Funding will be allocated on a first-come, first-served basis