

Speech and Hearing BC Policy Statement & Procedures

V.20

AREA: Finance

SUBJECT: May Month Education and Outreach Funds

POLICY:

Speech and Hearing BC supports members with May Month education and outreach efforts within the six Speech and Hearing BC regional areas. Education and outreach events are those initiatives designed to educate the public about the professions and services of speech-language pathologists and audiologists.

PROCEDURE:

- Each regional area will be allocated \$150 to support members with May Month education and outreach events.
- Requests for funding of a May Month event shall be submitted to the Area Representative for approval. The request will include anticipated costs of the event.
- Requests will be approved on a first-come-first-served basis.
- Funds may be divided among members in a region.
- Area Representatives will approve member spending up to a given amount and notify Speech and Hearing BC.
- Members will submit receipts/ invoices directly to Speech and Hearing BC for reimbursement.

- May Month Education and Outreach Funds will be preferentially allocated to:
 - 1) Education and outreach events that are in line with the current fiscal years' May Month Campaign (e.g., In 2015: the library booths campaign and postcard campaign)
 - Monies must be spent by May 31 of the current fiscal year.
 - 2) General May Month education and outreach events
 - Monies must be spent by May 31 of the current fiscal year.
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- Education and outreach event funds could be used to cover costs including, but not limited to:
 - Snacks, refreshments, and giveaways at Speech and Hearing BC information booths held throughout May (e.g., library and community centre events)
 - Prize for the winner of student art competition/ student essay competition

- Other initiatives that will increase public awareness of speech and hearing disorders
 - May Month literacy basket to be awarded to needy pre-school, school or adult clinic
 - Purchase materials for publicly accessed lending library
- Members are strongly encouraged to further engage with the general public and Speech and Hearing BC members by sharing their advocacy event on social media or with a free article in the local paper.
- The Area Representative will notify the Treasurer of an approved request.