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## STUDENT OPPORTUNITY FUND – TERMS OF REFERENCE (REVISED JUNE 27, 2016)

### A. MANDATE

The Faculty of Health Sciences Students' Council and the Students' Associations of each of the Schools of Health Studies, Kinesiology and Nursing will have Student Opportunity Fund Committees whose mandates will be:

- To assume the responsibility for appropriate distribution of funds from the Faculty of Health Sciences Students' Council, Kinesiology Students' Association, Health Studies Students' Association and Western-Fanshawe Nursing Students' Association's Student Opportunity Funds (SOF).
- To review all applications for grants from the Student Opportunity Fund twice annually (Fall and Spring) and submit approvals to their respective Faculty or School administration for payment.
- To ensure that the intent behind the Student Opportunity Fund – to provide Faculty of Health Sciences students with opportunities not otherwise available through tuition-based initiatives - is upheld.

### Notes:

1. Only Faculty of Health Sciences students who are eligible to be assessed the voluntary Student Donation Fee are eligible to apply for the FHS Student Opportunity Fund. This includes students who decide to opt out of paying the voluntary fee. Faculty of Health Sciences students who are NOT eligible to be assessed the voluntary Student Donation Fee (e.g. Fanshawe site Collaborative BScN students) are NOT eligible to apply for the FHS Student Opportunity Fund.
2. The deadline to opt out of the Voluntary Student Donation Fee is September 30.

### B. MEMBERSHIP

- The membership of the Faculty Students' Council and School Student Associations' Student Opportunity Fund Committees will be as follows:

#### **Faculty of Health Sciences Committee**

- Vice-President (Finance), Faculty of Health Sciences Students' Council (Chair, voting)
- President, Faculty of Health Sciences Students' Council (voting)
- Five (5) internally appointed members (a minimum of one representing each School) that serve on the incumbent Faculty of Health Sciences Students' Council (voting).
- Budget Officer, Faculty of Health Sciences Dean's Office (Financial Advisor, non-voting)
- Academic Affairs Officer, Faculty of Health Sciences Dean's Office (Advisor, non-voting)

#### **School of Health Studies Committee**

- President, Health Studies Student Association (Chair, voting)



- Vice-President (Finance), Health Studies Student Association (voting)
- Year Representatives, Health Studies Student Association (voting)
  - First Year Representative
  - Second Year Representative
  - Third Year Representative
  - Fourth Year Representative
- Director, School of Health Studies (Advisor, non-voting)
- Administrative Assistant, School of Health Studies (Financial Advisor, non-voting)

#### **School of Kinesiology Committee**

- President, Kinesiology Students' Association (Chair, voting)
- Vice-President (Academic), Kinesiology Students' Association (voting)
- Vice-President (Finance), Kinesiology Students' Association (voting)
- Vice-President (Events), Kinesiology Students' Association (voting)
- Module Representatives (4), Kinesiology Students' Association (voting)
- Director, School of Kinesiology (Advisor, non-voting)
- Manager of Finance and Administration, School of Kinesiology (Financial Advisor, non-voting)

**Note:** Module representative positions will be filled through an application process. Successful candidates will be selected from qualified KSA member applicants by the KSA president and vice-presidents.

#### **Arthur Labatt Family School of Nursing Committee**

- Vice-President (Finance), Nursing Students Association (Chair, voting)
- President, Nursing Students' Association (voting)
- Undergraduate Representatives (5), Western-Fanshawe Collaborative BScN Program (voting)\*
- Manager of Finance and Administration, Arthur Labatt Family School of Nursing (non-voting)
- Academic Counsellor, Arthur Labatt Family School of Nursing (non-voting)

*\*Every effort will be made to have representatives from all years and sites of the Collaborative program, as well as representatives from the Compressed Time Frame program. Cross-representation is essential, but not-mandatory.*

### **C. TERM OF OFFICE**

- All Faculty Students' Council and School Association Presidents and Vice-Presidents serve by virtue of their positions.
- All Council, and School Year, Program and Module representatives are appointed/selected annually by the executive committee of their respective Council/Association to serve a one-year term.
- All School and Dean's Office administrative committee members serve by virtue of their positions.



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## D. PROCEDURES

### D.1. Faculty of Health Sciences Committee

#### ***Committee***

The Vice-President (Finance), Faculty of Health Sciences Students' Council will Chair the meetings. He/she will be responsible for presenting the Student Opportunity Fund, and the role of its corresponding Finance Committee, to the Council in September of each academic year to encourage Council members to apply to be on the committee.

The committee will be composed of the representatives as outlined in Section B. Applicants interested in serving on the committee must submit a written application attesting to their interest and commitment to the role, and a total of five (5) representatives will be appointed by the Faculty of Health Sciences Students' Council in September of each academic year. Each applicant must serve as a member of the Faculty of Health Sciences Students' Council, and there must be representation from each School within the Faculty.

The program association committees will hold meetings within three weeks following the application submission process to select those applications to be approved. The FHSSC Finance Committee will meet within a week following program council selections and must make their decision before November 30<sup>th</sup> and March 15<sup>th</sup>. Additional meetings may be called, at the discretion of the Chair, when necessary.

The committee is responsible for investigating new opportunities related to Health Sciences that this fund can support and ensuring that the student body is made aware of such opportunities.

*Note: Committee members are permitted to submit an application and are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.*

Program Associations and the Faculty Council may apply for funding (events, programming) if it is inclusive of all students, and not only the interests of council members.

Appointed committee members will be removed from the OWL site in April of each academic year. The managers of the site will be the budget officers and the FHS-SOF coordinator (if appointed).



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### ***Applications***

Applications will be submitted via the FHSSC Student Opportunity OWL site.

Applications must provide a clear understanding of the fiscal needs of the student, clubs or groups applying.

Applications will be accepted on two occasions each academic year. The first deadline will be November 1<sup>st</sup> (following Monday if this date falls over the weekend) to account for opt-outs. After assessing the success and funds available after the first deadline, a second deadline may be established at the discretion and unanimous agreement of each Council/Association's SOF committee Chair (contingent on funds available, whether a reserve fund has been established, and the number of applications that have been submitted) dated for February 15<sup>th</sup> of each year.

### ***Decision Process***

- Decisions on the applications will be made by majority vote; quorum is 80% of voting members.
- All decisions made by this committee for approval of applications should be made in the utilitarian interest of the majority of students.
- The committee has the authority to approve less than amount being sought by the applicant, at its discretion.
- Applicants will be notified on the status of their application a maximum of one month after the application is received.
- No student or group may use the SOF to fund merchandise with the original or modifications to the Western logo.
- Cheques will be distributed by the Dean's Office upon receiving the receipts pertaining to the initiative.
- All of the decisions made by the committee are final.
- All funds allocated apply only to the application under review. Funds allocated cannot be transferred to another project/request.
- Allocated funds cannot be used for a student stipend.

### ***Applicants***

In order to be reimbursed, all successful applicants must submit their receipts to the Budget Officer within 60 days following the date on the receipt.



All successful applicants must present their learning facilitated by the SOF to the student body through a presentation, article written in The Pulse (online or paper edition), or the proposed SOF Exhibit.

**RECOMMENDATIONS FOR ANNUAL ALLOCATION OF THESE FUNDS ARE AS FOLLOWS:**

- 20% of requested funding for Convocation receptions hosted by the Schools of Health Studies, Kinesiology and Nursing.
- Up to a maximum of \$10,000 toward cross-faculty CPR/AED training events;
- \$5,000 towards the costs of the annual FHS formal;
- \$2,000 towards the costs of the annual FHS Games;
- Sufficient funding to ensure that Learning it Together (LiT) begins each fiscal year with a balance of \$2,000;
- \$1,000 in support of the FHS Dream Team
- Up to a maximum of \$2,500 toward subsidizing Faculty of Health Sciences Students' Council events/programming to make participation easier and more affordable;
- Up to \$4,000 to address FHS soph training expenses;
- Up to \$3,500 to support FHS Orientation week activities as documented in the FHS head soph team-prepared and FHSSC/USC/Dean's Office-approved Orientation week budget.

Remaining funds may be utilized for new ideas, projects and opportunities at the discretion and agreement of the Committee. For example, an interdisciplinary conference/forum that bridges health sciences with various other disciplines, grants for international opportunities, distinguished speakers/speaker series, and supporting merchandise initiatives and branding ventures.

A funding model covering up to 80% of the costs of in-province "events" and up to 50% of the costs of international "events" will be applied.

**Notes:**

1. Cheques will not be released until proof of payment has been received by the committee, and must be submitted within 60 days of issuance.
2. Committee members are permitted to submit an application and are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.
3. Successful applicants must use their funds by October 1st of the next academic year.



## D.2. School of Health Studies Committee

- The Vice-President (Finance) of the Health Studies Students' Association will chair the meetings.
- Applications will be accepted on two occasions throughout the academic year:
  - November 1st: Deadline for first round of selections
    - Selections will be announced by the last day of November
  - February 15: Deadline for second round of selections
    - Selections will be announced by the last day of February
    - This selection deadline is conditional on the amount of remaining funds left from the first selection deadline on November 1<sup>st</sup>.
- The Committee will hold meetings within the time frame mentioned above to select applications for funding approval.
  - Decisions on the applications will be made by majority vote; quorum is 80% of voting members.
- Decisions made by this committee for approval of applicants should be made in the best interest of the majority of students.
- All full-time, undergraduate students in the School of Health Studies may apply for the SOF.
- Faculty/staff members in the School of Health Studies may apply for the SOF, on the condition that the requested funds be for enhancing student opportunities (e.g. guest speakers), and not tuition-based benefits, such as upgrading equipment or course instruction. The committee may use their discretion to determine whether an application from faculty is deemed valid.
- The Committee must review each long-term proposal annually; therefore, continuing financial commitments must be reconsidered and updated each year. It is important to state, however, that ongoing commitments are in some cases integral to the upkeep and consistency of the Health Studies program. The Committee should carefully consider all repercussions should it decide to discontinue financial support of a specific project.
- Applications may be retrospective in nature, but it is up to the committee to decide on a case-by-case basis.
- The committee may approve less or more than the amount requested by the applicant.

### **RECOMMENDATIONS FOR ANNUAL ALLOCATION OF THESE FUNDS ARE AS FOLLOWS:**

- An amount of no less than 50% and no more than 100% of the requested funds will be granted to the Health Studies Students' Association for the annual:
  - Health Studies Guest Speaker Series,
  - Health Care Challenge,
  - First Aid + CPR Recertification,
  - Health Studies Awards,



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- HSSA Conference Trip,
  - Graduation Gifts/Graduation Event/Convocation Reception.
    - Note: 80% of the requested Convocation reception funding will come from the HSSA SOF account and the remaining 20% will come from the FHSSC SOF account.
  - For applications referring to conferences/volunteer trips/study abroad experience, a maximum amount up to 80% of the requested funding may be granted to use at the committee's discretion.

**Notes:**

1. All full-time undergraduate students and faculty members registered in the School of Health Studies, Western University may apply for the Student Opportunity Fund.
2. The deadline to opt out of the Voluntary Student Donation Fee is September 30.
3. Cheques will not be released until proof of payment has been received by the committee, and must be submitted within 60 days of issuance. The applicant must also meet all conditions of the committee before receiving reimbursement.
4. Successful applicants must use their funds by October 1st of the next academic year.

A reserve amount of funding should be left in the account in between fiscal years, as determined by the committee.

*Note: Committee members are permitted to submit an application and are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.*



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### D.3. School of Kinesiology Committee

- The Kinesiology Students' Association President will chair the meetings.
- Applications will be accepted until November 1st.
- The Committee will hold a meeting once completion of opt out requests have been processed and the amount of funding available is known.
- Decisions on the applications will be made by majority vote; quorum is 80% of voting members.
- All decisions made by this committee for approval of applications should be made in the best interest of the majority of students.

#### **RECOMMENDATIONS FOR ANNUAL ALLOCATION OF THESE FUNDS ARE AS FOLLOWS:**

- Replacement and/or upgrade of computers and printers in the Kinesiology Computer Lab will be done every 3rd or 4th year in order to keep equipment and programs current. This proposal will take precedence over other proposals in that year.
- Funding for Convocation reception hosted by the School of Kinesiology.
  - Note: 80% of the requested Convocation reception funding will come from the KSA SOF account and the remaining 20% will come from the FHSSC SOF account.
- The Committee must review each long-term proposal annually; therefore, continuing financial commitments must be reconsidered and updated each year. It is important to state, however, that ongoing commitments are in some cases integral to the upkeep and consistency of the Kinesiology program. The Committee should carefully consider all repercussions should it decide to discontinue financial support of a specific project.
- Money should not be designated for course instruction within the School of Kinesiology, with the exception of guest lecturers or a lecture series.
- All full-time undergraduate students, staff, and faculty members in the School of Kinesiology may apply for the Student Opportunity Fund.
- The deadline to opt out of the Voluntary Student Donation Fee is September 30.
- The committee may approve less than the amount requested by the applicant.
- Successful applicants must use their fund by October 1st of the next academic year.

*Note: Committee members are permitted to submit an application and are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.*





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#### D.4 Arthur Labatt Family School of Nursing Committee

- The Vice-President (Finance), Nursing Students Association will chair the meetings.
- Applications will be accepted in November from full-time students only. The committee will hold meetings following the application submissions to select those applications to be approved. Additional meetings may be held as necessary for the decision process of these funds at the call of the Chair. This committee is not required to fully fund any application.
- Decisions on the applications will be made by majority vote; quorum is 80% of voting members.
- All decisions made by this committee for approval of applications should be made in the best interest of the majority of students as this fund was intended.
- All full-time students in the BScN programs (Western site) may apply for the Student Opportunity Fund. Faculty and staff members may apply, on the condition that the requested funds are utilized for enhancing student opportunities and not tuition-based benefits.

#### **RECOMMENDATIONS FOR ANNUAL ALLOCATION OF THESE FUNDS ARE AS FOLLOWS:**

- Approximately \$15,000 will be granted to Grad Committee coordinators for the graduation formal.
  - Note: 80% of the requested Convocation reception funding will come from the NSA SOF account and the remaining 20% will come from the FHSSC SOF account.
- An amount TBD will be granted to the Nursing Students' Association for the annual Nursing Formal event.
- An amount TBD will be granted to facilitate extracurricular guest speakers and/or Nursing Week events.
- Roughly \$11,000 will go towards covering all CNSA memberships.
- An amount will go towards students attending the National CNSA conference (this amount will vary depending upon number of attendees). This will benefit all attending members from this program (i.e. assist with registration costs). Remaining funds may be utilized for additional student group activities that involve a large number of students.
- Applications received will provide a clearer understanding of the fiscal needs of the students in this program.

*Note: Committee members are permitted to submit an application and are required to disclose any conflict of interest that may relate to an application or applications received for Student Opportunity Fund support. Where a conflict occurs, the committee member or members involved will be required to remove themselves from the application review and decision-making process.*



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## E. Communication

- Transparency is a guiding principal of this committee.
- SOF application forms are to be made available via:
  - Faculty of Health Sciences Student Council website
  - School Students' Association websites
  - School administrative offices
- A synopsis of SOF application outcomes, whether successful or not:
  - Will be posted to the FHSSC/School Students' Association websites after each round of selections.
    - No names will be associated with the list of successful and unsuccessful applications
  - Will be included in a newsletter sent by each Council/Association to all eligible students.
- A SOF promotional campaign will be developed and implemented annually by the Faculty Students' Council and the School Associations.
  - As part of that campaign, an e-mail outlining the benefits of the SOF will be sent to all eligible FHS students following the opt-out email that is sent from the Office of the Registrar.

## F. Contingency

- Unsuccessful applicants from the November 1<sup>st</sup> deadline may be considered after the February deadline if funds are still available and the application still qualifies for funds.
- Adhering to the USC by-laws, the committee may keep a reserve of funds no more than 10% at the end of the year, and no more than 20% in three years.