

Request for Funds Guidelines

Volunteer Services University of Iowa Hospitals and Clinics

About Volunteer Services funds...

Funds are raised by UI Hospitals and Clinics volunteers in many ways. Wild Rose Gifts, Cradle & All, Fourth Floor Salon, Rooftop Café and the Hospitality Carts are our in-house businesses. Additional volunteer funds are earned through sponsorship of Wild Rose Books and the multiple hospital locations of Java House. Finally, Wild Rose Gifts, the Fourth Floor Salon and the Volunteer Services department also hold a variety of lobby and special event sales.

Since the volunteer program began in 1972, the volunteers have contributed over \$3 million in support of programs and services enhancing the patient and family experience.

Application for funds...

All applications should be submitted to the Chair, Volunteer Services Advisory Board, Volunteer Services, 8025 JCP, using the application form on the Volunteer Services web site:

(<http://www.uihealthcare.com/depts/volunteerprogram/index.html>). In November of each year the majority of requests will be considered by the Contributions & Donations Committee at the annual review. **The deadline for submission of applications for the current review period is November 1.** Awards will be announced in December.

The Contributions & Donations Committee may agree to review some requests during the year, including:

- Requests under \$2,500 which are indicated to be of an urgent, time sensitive nature.
- Requests under \$500 which clearly follow priority funding guidelines, below.

Priority funding guidelines...

- Use of funds must benefit UI Hospitals and Clinics patients or their families.
- Requests which have a house-wide positive impact on the patient/family experience are desired.
- Requests are favored which use a collaborative approach to reduce service fragmentation or duplication, enhance, streamline or integrate services, or achieve better outcomes.
- All else being equal, special consideration will be given to those areas utilizing volunteers.
- Funds will not be granted for budgetary items such as routine equipment for either staff support or patient care, or for research or staff continuing education.
- Volunteer Services funds should be requested only when other appropriate sources of funds are not available, or are not sufficient to fully fund a project.
- Full or partial funding may be requested.
- Applications must be complete (including appropriate signatures) to be considered. Please itemize all expenses included in the request.

Excellent examples of previously funded requests which improve the patient and family experience house-wide include Staxi wheelchairs to serve the entire facility and dry erase boards installed at every patient bedside to improve communication.

Review process...

Funding requests will be reviewed by the Contributions and Donations Committee. The committee is chaired by the Chair-elect of the Volunteer Advisory Board. The committee members are four volunteers and a Volunteer Services representative. The Director of Volunteer Services and a Nursing Administration representative serve as ad hoc members. Following careful study, the Contributions and Donation Committee makes funding recommendations to the Volunteer Services Advisory Board who then gives final approval to the grants.

Contact...

If you have questions, please contact Jean Reed, Director of Volunteer Services, at 319-356-1241. Thank you for your interest and support of the work of volunteers at UI Hospitals and Clinics and for your commitment to offering each patient and family the best possible UIHC experience.

And please remember... every time you shop in one of the volunteer sponsored businesses you are supporting programs and services that benefit our patients and families! Our customers are *the BEST*, and we are grateful for your loyal support.