

University of Iowa Hospitals & Clinics Volunteer Services Request for Funds Guidelines

About Funds from Volunteer Services

Funds from Volunteer Services are raised in many ways by University of Iowa Hospitals & Clinics volunteers. Since the Volunteer Services began in 1972, volunteers have contributed millions of dollars in support of programs and services benefiting our patients and their families. Funds come from our in-house businesses such as Wild Rose Gifts, Kaleidoscope Gift Shop & Safety Store, Fourth Floor Salon, Rooftop Café, and refreshment carts. In addition to our businesses, we also hold a variety of special events and lobby sales.

Application for Requesting Funds

Each year in November, the majority of requests will be considered by the Contributions & Donations Committee at their annual review. **The deadline for application submissions is November 1.** Awards will be announced in December. All applications should be submitted through our [website](#). Throughout the year, the Contributions & Donations Committee may agree to review some requests, including:

- Requests under \$2,500, which are indicated as urgent, and time-sensitive
- Requests under \$500, which clearly follow the priority funding guidelines

Priority Funding Guidelines

- Applications must be complete, including appropriate signature, to be considered
- Use of funds must benefit patients and/or their families at UI Hospitals & Clinics
- Requests which have a house-wide, positive impact on the patient/family experience are desired
- Requests which use a collaborative approach to reduce service fragmentation or duplication, enhance, streamline, or integrate services, or achieve better outcomes are desired
- All else equal, special consideration is given to those areas utilizing volunteers
- Funds will not be granted for budgetary items such as routine equipment, either for staff support or patient care, research, or staff continuing education
- Funds should be requested only when appropriate sources of funds are not available or are not sufficient to fully fund a project
- Partial or full funding may be requested

Excellent examples of previously funded requests to improve the patient/family experience would be include Staxi wheelchairs for UIHC or dry-erase boards to be installed at every bedside to improve communication

Review Process

Funding requests will be reviewed by the Contributions & Donations Committee. The committee is chaired by the Volunteer Services Advisory Board Chair. The committee members are the Chair-elect, Past Chair, and a Volunteer Services Representative. The Director of Volunteer Services and a Nursing Administration representative serve as ad hoc members. Following a careful review, the committee making funding recommendations, based on application materials, to the Volunteer Services Advisory Board, who then give final approval for funds.

Contact

If you have any questions, please contact Jean Reed, Director of Volunteer Services, at 319-356-1241.

Thank you for your interest and support of our volunteers at UI Hospitals & Clinics and for your commitment to offering the best possible experience for our patients and their families!

And remember...every time you shop in a Volunteer Services sponsored business, you support programs and services benefitting our patients and their families! Our customers are the BEST and we are grateful for your loyal support.