




LUNCH AND LEARN POLICY



POLICY NUMBER: F-012-01
DATE APPROVED: May 3, 2021
DATE TO BE REVIEWED: May 3, 2024
DISTRIBUTION: NSCMIRTP Registrants

COMMITTEE: Finance Committee
DATE(S) REVIEWED (REVISED):
ISSUING AUTHORITY: NSCMIRTP Board
APPROVAL: 

POLICY

Lunch and Learn funding is available to registrants of the NSCMIRTP to assist in delivering educational content to registrants. Registrants must follow the application process and meet funding criteria to receive funds.

RATIONALE

This policy is designed to assist the Nova Scotia College of MIRTTP Education Committee in assessing applications for funding with a consistent and transparent process. The organization will reimburse registrants for reasonable costs of providing lunch to registrants attending an educational event during their lunch break at work.

PROCEDURE

In order for the event to be sanctioned, a host must seek approval from the education committee chair by submitting an application form a minimum of 14 days before the event. This submission must include the anticipated cost of food, expected number of attendees, topic of education and targeted audience and whether or not the educational event is required training by the employer. The application form can be found on the Nova Scotia College of MIRTTP website.

The chair of the education committee will use the rubric to assess if a request meets the criteria to support the lunch and learn event. The chair will email their decision to the applicant within 3 business days of receiving the application. If denied, reason for denial must be included. If approved, the process for submitting an expense claim and guidelines should be included in the response to the applicant. If approval is given, the host must also ensure that there is an acknowledgement of Nova Scotia College of MIRTTP funding at the event.

Registrants must submit an expense claim form to the Education Committee Chair within 30 days of the event, along with receipts and a list of participant names. The Education Committee Chair will forward this information to the NSCMIRTP Treasurer, whom will issue the reimbursement to the requesting applicant via our electronic money transfer program.

Any questions related to the content of this policy or its interpretation should be directed to the Nova Scotia College of MIRTTP Education Committee Chair.