



WELLNESS FUNDS REQUEST

AYA staff are allotted \$500 annually for wellness activities. These funds can be used for anything that promotes your personal and professional wellness. If you are interested in requesting funds for a specific activity, please submit this completed form to your direct manager for approval.

[Please note: Costs are reimbursed to staff by completing an AYA Reimbursement Form and submitting it to your supervisor within 30 days of the event.]

Staff Name:

Date:

Direct Supervisor:

Name of Training/Activity:

Total Cost:

Amount Requesting:

How does this training or activity align with the mission of AYA?

How will this training or activity benefit you professionally (either direct job related skill improvement and/or self-care)?

Staff Signature:

Date Approved:

----- Supervisor Only Below this Line -----

Amount Approved:

If request was not approved or partially approved, please explain why:

Supervisor Signature:

Upon completion, please update the Professional Development spreadsheet.