

Request Guidelines and Form

A Wellness Strategy was designed around 8 components to grow the commitment behind becoming a place for learning, growing and celebrating wellness. As the Wellness Strategy signifies, the purpose for the Integrated Suite is to move forward the development of resources, programs and opportunities designed to promote health and wellness. Consequently all requests must be compatible with the Strategy, as well as the Guiding Principles for Space Allocation.

The Guideline recognizes that in order to move forward on wellness initiatives, a variety of internal departments, as well as external health promotion, wellness and lifestyle providers may have an interest in using the Integrated Suite. To manage requests, bookings will be placed with these three key priorities in mind:

1. Key Health & Wellness Priorities

The current 2013 priorities include tobacco, nutrition, mental health and alcohol. These priorities will change and advance throughout the calendar year so subject to change annually.

- ❖ Wellness programs and initiatives - to directly address the priorities and would likely include the Wellness Coordinator or involve departments.
- ❖ Special projects or models - to support the priorities and would likely include the Wellness Coordinator and involve departments.
- ❖ Wellness activities - to directly address the priorities and would likely include health organizations, working either in a direct relationship or in partnership with the Wellness Coordinator.
- ❖ Student placements - to support the priorities or support a special wellness project or initiative which can be in partnership with the Wellness Coordinator, or other departments.

2. Health & Wellness Committees

- ❖ Committees – to support their meetings and health and wellness activities or events.
- ❖ Student, staff or faculty working groups - to consult or support special wellness projects or initiatives.
- ❖ Other working groups that identify wellness activities – may include wellness or health promotion agencies (that are non-profit in nature), charities, and clubs, along with their staff and community volunteers that the Wellness Coordinator will invite to support the activity.

3. Healthy Lifestyle Programs or Opportunities

- ❖ Wellness activities –to address wellness topics, and as such include lunch and learns, dialogues, group meetings, celebrations, or other activities that can also involve other health agencies or provincial health charities.

The 8 Components include:

- Environmental
- Financial
- Intellectual
- Occupational
- Mental
- Physical
- Social
- Spiritual

Wellness and health promotion activities and initiatives come in many different forms, but the main purpose is to encourage, promote and facilitate individuals or populations (students, staff, faculty or community) to take preventive measures to avert the onset or worsening of an illness or disease, and to adopt healthier lifestyles. Hence a wide range of initiatives and activities can be established as good investments to enhance wellness for the Saint Mary's University stakeholders, as well as provide education to the overall community.

If you would like to propose an idea, please review the Guiding Principles - Space Allocation for the Integrated Wellness and Form sections for more details.

The Wellness Strategy can be found at: <http://www.smu.ca/health/>

Please contact the Wellness Coordinator for further information or to discuss requests:

Kelly Thompson

Homburg Centre for Health & Wellness

Integrated Wellness Suite Room 214

Office: 902-491-6485

Email: kelly.thompson@smu.ca

The use of the Integrated Wellness Suite is overseen by the Senior Director of Human Resources, and the Wellness Coordinator, and as such, they will manage and evaluate all requests on a case by case basis, and as outlined in the Request Guidelines. Consultation with the Senior Director of the appropriate department will happen before final approval is given.

Short term generally refers to less than 4 weeks but can be granted special permission. This space is restricted space and not designed for regular Academic conference bookings.

Integrated Wellness Suite



What is inbalance?

The inbalance initiative is a series of resources, programs, and opportunities that are designed to help promote and facilitate healthy lifestyles among the Saint Mary's community. Programming is currently offered or under development in eight areas of wellness:

| | | | |
|---------------------|---------------------|------------------|----------------------|
| Intellectual | Physical | Spiritual | Social |
| Financial | Occupational | Emotional | Environmental |

To learn more, please visit the Health & Wellness website and the corresponding web links.

Integrated Wellness Suite - Principles for Space Allocation

- The University Health and Wellness Committee will oversee the allocation, operation and management of the Integrated Wellness Suite in accordance to the vision of the Health and Wellness Strategy.
- The Integrated Wellness Suite will be multi-functional and flexible relating to all aspects of the Health and Wellness principles.
- The Integrated Wellness Suite will include Incubator space, for new and development on current health and wellness initiatives.
- The Integrated Wellness Suite will encourage a sense of openness, supportiveness, creating a sense of community within the suite. Collaborating of services and sharing of space will be encouraged.
- The Integrated Wellness Suite will provide programs and services accessible to Saint Mary's students, employees and the community.
- Space allocations are available to internal and external health and wellness partner initiatives.
- Space allocations are not considered permanent and are subject to change. Projects time frames **up to two years** with a consideration for renewal.
- Initiatives, new and current expanding, have a funding source and model or are revenue generating. e.g. Financial Literacy.
- One office will be allocated for short-term use (heart week, mental health week).

Space Request Procedures & General Guidelines

The new Wellness Strategy focuses on expanding health and wellness across the Saint Mary's community by offering education through wellness activities and initiatives, as well as by strengthening action to address the wellness priorities and lifestyle themes. Through our Wellness Coordinator, we would like to increase

connections to many departments, student societies, staff working groups and health organizations that share the Strategy's vision of a healthy campus. For that reason, Saint Mary's University wants to promote partnerships with internal departments, external organizations, and individuals - anyone who wants to participate actively in promoting health and wellness across our campus. So it is essential that the Integrated Suite be utilized to support a variety of healthy lifestyle activities and initiatives, to improve access to programs and services, as well as improve awareness to information and best practices for the campus.

Requests will be evaluated and reviewed on how they support and move forward the Vision and objectives in the Wellness Strategy, benefits to SMU stakeholders, duration/timing of the use, as well as disruption of any exiting or on-going activities in the Integrated Suite.

Request Criteria

1. Activities and initiatives are committed to moving forward the Wellness Strategy and at least one of its components.
2. Activities and initiatives are based on SMU campus – preferably in the Homburg Health & Wellness Centre (other SMU meeting or event space can be used depending on size, availability, and session needs).
3. Benefits at least one of the SMU stakeholders – these include students, staff, faculty and community.
4. Involves partnerships with SMU departments and/or health or community-based organizations.
5. Activities and initiatives are for a short term (4 weeks) basis and must be completed within 2 years.

The Integrated Wellness Suite can be used for:

- ❖ Health dialogue
- ❖ Facilitating campus mobilization and development of wellness committees, groups, and networks for action
- ❖ Guest speakers
- ❖ Engagement and knowledge transfer (e.g., consultations, seminars, presentations, interactive health and wellness fairs, leadership development, etc.)
- ❖ New initiatives (or related to initiatives previously supported by departments)
- ❖ Community health and wellness fairs or static displays
- ❖ Enhancement of previously supported initiatives such as:
 - expanding the focus of an activity or initiative to include an additional target population
 - adding a leadership development or sustainability component to an event/initiative
 - adding activities related to additional components of the Wellness Strategy
 - Access/ Awareness/ Promotion of wellness and lifestyle topics and materials
 - Research related to the learning opportunity

The Suite cannot be used for:

- ❖ Operational costs for any organization (e.g., salary/wages, travel, rental, equipment)
- ❖ Capital expenditures
- ❖ Fundraising and charity events
- ❖ Duplication/repetition of initiatives supported by Departments to increase revenue
- ❖ Department programs or initiatives normally carried out as part of their regular operation or to increase revenue (e.g. on-going classes, partnership work, etc.)
- ❖ Events where in-kind contributions and revenues from other sources are greater than anticipated expenses

Special Considerations:

Integrated Wellness Suite

- ❖ If longer than 2 years, special permission is needed from the Senior Director of Human Resources and should include information/plan on how to sustain the initiative if the long term is needed.
- ❖ Some expenses can be covered (such as resource material, activity supplies, snacks and drinks, honorariums and marketing) with approval by the Wellness Coordinator, or shared as part of the partnership.

Completing Your Request Form:

- ❖ New partnerships can come from existing departments or new collaborations with relevant wellness, lifestyle or health promotion agencies to move the Wellness Strategy forward (e.g. student placements).
- ❖ Proposals should be submitted at least 30 days in advance of the start-up timeline, although 60 days is preferred and based on space availability.
- ❖ Proposals will be accepted throughout the year.
- ❖ All staff ideas should be discussed and approved with appropriate Senior Management Group Member before a request form is started. See Senior Management Group listed below.

Senior Management Group:

- ❖ President & Vice Chancellor
- ❖ Vice President, Academic and Research
- ❖ Vice President, Finance and Administration
- ❖ Associate Vice President, Enrolment Management & Registrar
- ❖ Associate Vice President, External Affairs
- ❖ Associate Vice President, Research
- ❖ Dean of Arts
- ❖ Dean of Graduate Studies & Research
- ❖ Dean of Science
- ❖ Dean, Sobey School of Business
- ❖ Senior Director, Facilities Management
- ❖ Senior Director, Financial Services
- ❖ Senior Director, Human Resources
- ❖ Senior Director, ITSS
- ❖ Senior Director, Student Services
- ❖ University Librarian

Integrated Wellness Suite Request Form

Requests will proceed through the following steps:

1. Before applying, familiarize yourself with the Wellness Strategy and its 8 components, as well as the guidelines to determine if your proposal idea and summary fit.
2. Complete the **Suite Request Form** and provide any supporting documentation needed. You can contact the Wellness Coordinator if you require clarification or additional assistance.
5. Submit **Form** by email to the Wellness Coordinator at Kelly.thompson@smu.ca.
5. Once requests are submitted, they will be reviewed by the Wellness Coordinator and Senior Director of Human Resources. However up to 2 weeks may be needed to discuss, evaluate and prioritize requests and make a recommendation.
6. Consultation with the appropriate Senior Director of the department will happen before any approval final approval is given.

Forms are also on the Health & Wellness website in pdf format.

Integrated Wellness Suite



| | | | |
|--|--|---------------------------------------|------------------------------------|
| 1. Contact Information | | Date: | |
| Contact Person: | | Department/Organization : | |
| Title: | | | |
| Email: | | Telephone: | |
| 2. Request Details – please provide details | | | |
| <input type="checkbox"/> Health priority: | | | |
| <input type="checkbox"/> New SMU wellness activity, program or initiative: | | | |
| <input type="checkbox"/> Existing SMU activity/ initiative: | | | |
| <input type="checkbox"/> Student placement: | | | |
| <input type="checkbox"/> Student Health & Wellness committee: | | | |
| <input type="checkbox"/> Staff or Faculty working group: | | | |
| <input type="checkbox"/> Special project or model: | | | |
| <input type="checkbox"/> Ad hoc working group: | | | |
| <input type="checkbox"/> Community Healthy Lifestyle program or opportunity: | | | |
| <input type="checkbox"/> Other: | | | |
| 3. How long do you anticipate the Suite will be used for the requested purpose? | | | |
| | | | |
| 4. What is the anticipated time-line for moving into the requested Suite? | | | |
| | | | |
| 5. Will there be any additional needs or costs incurred as a result of securing this Suite? If so, where are the funds coming from for this additional cost? (e.g. computer equipment, large storage of items, operating costs, etc.) | | | |
| | | | |
| 6. Who and how many people (students, staff, faculty, volunteers, etc.) will be using the Suite? | | | |
| | | | |
| 7. Will you have additional partners using the Suite as well? If so, please name them and identify their role. | | | |
| Organization: | | | |
| Role: | | | |
| Organization: | | | |
| Role: | | | |
| 8. Strategy & Components Addressed – please check all that apply | | | |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Occupational | <input type="checkbox"/> Social |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Physical | <input type="checkbox"/> Spiritual |
| How or why is it important or relevant to the Strategy and/or the 8 components? | | | |
| 9. Other Information | | | |

| | |
|--|---------------------------------|
| A. Has your department/organization applied to use the space before? Yes No | |
| B. If so when and for what? | |
| C. Additional documentation provided? Yes No If so, what is it? | |
| D. Signed off by: | Applicant's Signature: |
| | Senior Management Group Member: |

For Department Use Only

The request has been reviewed and approved for submission by the Wellness Coordinator and Senior Director of Human Resources.

| | |
|--|--|
| This request has been given the following priority rating: | Recommendation/Comments |
| <input type="checkbox"/> High | Appropriate Purpose/Fit? |
| <input type="checkbox"/> Moderate | Discussion or element missing/needed work? |
| <input type="checkbox"/> Low | Not recommended? Why? |
| Received Date: | |
| Approved Date: | |
| Reviewed By: | Initials |
| Follow Up Date and By Whom: | |

Suite Needs Assessment Worksheet

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|--|
| a. How does the request fit with the Wellness Strategy/Objectives (Vision & Direction)? |
| b. What are the benefits (increased awareness/skills/knowledge, support for new component, new program, etc.) to stakeholders? |
| c. Will the duration/timing of the request work? |
| d. Will request disrupt any current or existing on-going activities in the Suite? Yes No |
| e. Other? |