



MEMO

FROM: Brenna Hines, Education Coordinator

RE: Grants available for organizing **Health Careers Day**

WHAT?

This is an offer to award \$1,000 to seven communities in northeast Oregon for the purpose of creating Health Careers Day events or experiences; OR, to award the same level of funds to create a longer health careers focus in the 2009-2010 school year.

The \$1,000 funding can be used for Health Careers Day planning, teacher release time, creation of experiences for students, and feeding students, parents, and/or teachers on that Health Careers Day, etc.

WHY?

Funds are provided to help communities create a health careers learning experience for youth.

WHO?

This packet is being sent to the following persons and/or organizations in your community:

- ▶ school counselors and principals
- ▶ high school health ed teachers
- ▶ Education Service Districts
- ▶ Commission on Children and Families
- ▶ Training and Employment Consortium
- ▶ hospital and/or clinic education coordinators
- ▶ Eastern Oregon University Division of Extended Programs coordinators
- ▶ county extension agents
- ▶ high school health careers teachers
- ▶ EMT education contacts

You are **eligible** to apply for \$1,000 to create a Health Careers Day experience in your county and/or your community:

- 1) if your organization already **works with youth**, in some capacity, in Baker, Gilliam, Grant, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco or Wheeler counties.
- 2) a. if your organization is willing to **take the primary responsibility** for planning and offering a full day "Health Careers Day" experience in **September, October or November of 2009,**

OR

- b. if you are willing to **implement a longer term Health Careers Project** (examples: special science and/or math programs for elementary kids; create a term long experience with a hospital or clinic; initiate a Health Careers 4-H club, etc.).

- 3) if you are willing to **commit to fulfilling your part of the project**, you will be asked to sign an agreement. Please print the EXAMPLE of a MOA found below this document on the website. [The agreement will be modified if you choose to implement a longer term Health Careers Project.]

Northeast Oregon Area
Health Education Center
■■■
Eastern Oregon
University
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1 University Blvd
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La Grande, OR 97850
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541.962.3801
■■■
FAX 541.962.3416
■■■
neoahec@eou.edu
■■■
www.eou.edu/neoahec

WHO? (continued)

- 4) **if you have at least two "partner" participants** in your county or community (outside of your own organization) who will be a part of offering the Health Careers Day and they send signed letters detailing their intended participation. Their letters must be attached to the two page application which follows this information section.

We will fund more than one community in a county, if the community is over 9,000 in population or the next closest community in the county is at least one-hour drive away.

HOW?

Any organization can apply for funding if:

- 1) they provide letters of participation from **at least two other entities** in their community and/or county. Think creatively, you can even work with your local Farm Bureau!
- 2) the event will meet **at least three of NEOAHEC's top five work areas** for health careers education. Those work areas are to provide:
 - a) **provide health career information at an elementary school level (required for all projects)**
 - b) provide role models/mentors from the health care business community.
 - c) assure hands-on student health career education activities.
 - d) give youth out-of-class experiences in health career education.
 - e) create health career education networks with the community.
- 3) the applicant **signs the Memorandum of Agreement** upon receiving notice of awarding of funds.

We are offering Health Careers Day funding to help each community create a health careers learning experience which will fulfill some or all of the five work areas noted above.

Criteria for Selection

- You meet all eligibility requirements noted above
- Your project is focused on Health Careers only and is not a general careers fair
- You have two partners outside of your organization who are actively participating in the project and they submit letters of participation
- Your Health Careers Day meets at least three of NEOAHEC's top five work areas in a reasonable and feasible manner
- You commit to signing the Memorandum of Agreement

**You can obtain another copy of these application materials on our website:
<http://www.eou.edu/neahec/he2.html>**

**DEADLINE FOR APPLICATION IS: April 24, 2009
We will inform you of your award status by June 5, 2009**

PLEASE MAIL YOUR APPLICATION TO:

**Brenna Hines
Northeast Oregon AHEC
One University Blvd.
La Grande, OR 97850
541-962-3801**

APPLICATION FORM for HEALTH CAREERS DAY FUNDING

(Please print CLEARLY or type--submit this page, the attached budget page and two letters of participation)

Name: _____

Organization: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Fax: _____

E-mail address: _____

Please list the individuals, organization names, and phone numbers for those who have agreed to work with you as partners on the Health Careers Day.

Name: _____ Organization: _____ Phone: _____

Please briefly describe your target audience (students, teachers, parents or all); where they are located in your area; how you plan to advertise; how many participants you expect and what activities you plan to offer. Be sure you are offering activities that promote interest in and provide information about health careers.

How will this Health Careers Day help to meet **at least three of NEOAHEC's five work areas** for health careers education (listed on the memo above)?

**APPLICATION FORM for HEALTH CAREERS DAY FUNDING
BUDGET FORM**

(Please print CLEARLY or type--submit this page, the attached main application page and two letters of participation)

Matching funds are not required; however, the information is requested for the purpose of reporting to our grantor the additional funds generated by the monies provided in this project.

Budget Category	Allocation of \$1,000 grant	Your matching funds.	Estimate of your partners' matching funds.
Personnel (example: teacher substitutes)			
Travel			
Outside speakers			
Supplies			
Meals or snacks			
Advertising			
Other:			
Total:			

Please send NEOAHEC this page, the main application page, and two letters of participation -- one from each of your two Health Careers Day partners. The letters must provide detail about their intended participation in the project (i.e., how they are going to participate, what they will contribute in terms of time, energy, money, etc. to make the project happen).

ALL MATERIALS MUST BE POSTMARKED by Friday, April 24, 2009.

MAIL TO:
Brenna Hines
Northeast Oregon AHEC
One University Blvd.
La Grande, OR 97850
541-962-3801
541-962-3416 FAX

My organization meets the criteria noted on the attached "Information Sheet." The material in this two-page application form is true and is an accurate representation of what I know. I understand the budget is my best estimate at this time and that Northeast Oregon AHEC will provide only \$1,000 in funding, if an award is made.

Signature

Date