

Education Employee Well-being

Community Event Support Request Form

Please email completed request forms to Siri Ngai at siri@oregonwellbeing.org.

1. Organization name:

Department/subgroup within the organization (if applicable):

1. Organization contact name:

Title:

Email:

Phone number:

1. [ ]  By checking the box, you are confirming that a decision-making leader, administrator, or manager at your organization is aware of this request (or that you are authorized to make this request).
2. A decision-making leader, administrator, or manager authorized to make decisions about this event will be copied on an approval email. Please provide their contact information, if you are not this person:
	1. Name:
	2. Role:
	3. Email
3. Organization type (please note, Oregon Well-Being Trust funds can only be used to support the well-being of current Oregon public education employees):
	1. K-12 district
	2. Community college
	3. ESD
	4. Other educator-serving organization. Please specify:
4. Who will have access to participating in the requested services?
	1. All/any of the organization staff
	2. Specific department or sub-group of employees at the organization (such as a group with a specific role or job classification)
	3. For job associations, only members who are active public education employees in Oregon
	4. Cohort of public education employees from other Oregon employers but who receive support or professional development from your organization
5. Other, please describe:
6. [ ]  I confirm that this requested benefit will be provided only to current Oregon public education employees.
7. Tell us about the event where this benefit would be offered.
	1. Name of event:
	2. Purpose of the event:
	3. Intended audience:
	4. Estimated number of education employees served by this benefit:
	5. Date(s) of event:
	6. Location of event:
8. Please select the well-being support(s) you are requesting. Keynotes and/or well-being facilitator requests can be up to a $5,000 maximum, including travel (for example: you could request a keynote speaker for $3,000 and well-being facilitator for $2,000). Please note, if details of your keynote or well-being facilitator/provider change, you will be asked to update your request form and resubmit.
	1. **Keynote speaker addressing education employee well-being** (up to $5,000, which can include travel):

 Please provide the following details about the keynote speaker:

* + - * Name:
			* Website:
			* Cost information:
			* Keynote well-being topic *(Oregon Well-Being Trust encourages you to collect feedback from staff to better understand employee well-being needs before requesting event support):*
	1. **Well-Being Facilitator/Provider** (up to $2,000):
		+ Massage
		+ Body-based resiliency practices (such as deep breathing, sound bathing, body movement, somatic practices)
		+ Mindfulness
		+ Financial well-being
		+ Adult Social Emotional Learning (SEL)
		+ Physical (movement, meal planning, nutrition, etc.)
		+ Fostering a culture of belonging and community building
		+ Equity and inclusion
		+ Grief and crisis support
		+ Healing spaces
		+ Other:
		+ Please provide the following details about the well-being provider/facilitator:
			- Name(s)
			- Website(s)
			- Cost information
	2. **Rejuvenation Station** (valued at $500, but does not count toward the $5,000 maximum request amount)

 Would you like a Rejuvenation Station box shipped to you? Yes/No

* + - A Rejuvenation Station is a set of supplies to help education employees experience the benefits of gratitude, mindfulness, stress relief, massage, laughter, chocolate, and more. These well-being supplies can be used to create a space at your event to relax, decompress, and practice mindfulness. You would be responsible for setting up your rejuvenation station supplies at your event.
		- Please provide the mailing address and “attention to” contact name for your rejuvenation station box:
1. How will this requested benefit, and this event, support the well-being of Oregon public education employees?