

## Operational Policy: Student Initiative Funding

**Policy Number:** OP 1.01  
**Section:** Staff/Operational  
**Policy Approval:** April 30, 2025

**Revision Date:** **Review Period:** Every 2 years

**Purpose:**

To provide financial support for eligible, student-led initiatives that enhance the student experience, build awareness of OSOT and/or promote the occupational therapy profession.

Examples of eligible activities include:

- orientation or graduation events;
- team-building activities;
- professional promotion initiatives;
- professional development opportunities.

**Policy:**

Annually, OSOT will fund up to \$500 to each of the five university occupational therapy programs for a student-led initiative that meets the purpose of the funding. The application review and funding distribution is led by OSOT's Director, Strategic Partnerships and Practice. Communication about applications takes place by e-mail. Applicants must be OSOT student members. A student body representative must be listed on the application. A summary and images from the initiative are required to be submitted to OSOT within a week. The applicant is required to provide acknowledgement on behalf of all participants that: OSOT is not liable for any damages, all participants will maintain professionalism, and OSOT has permission to use the information and images as deemed appropriate, including, but not limited to: on the OSOT website, in OSOT communications, on social media etc.

**Procedure:**

1. Applications must be submitted to OSOT at least two months before the funding is needed.
2. Approval or denial is provided by e-mail within seven days of application submission.
  - a. For approvals, an electronic funds transfer (EFT) is sent to the recipient, within 30 days.
  - b. For denials, an applicant may submit a request for funding for a different initiative, provided funds are distributed prior to the end of OSOT's fiscal year, i.e.: by September 30.
3. Recipient must submit a short summary of the initiative along with images for use by OSOT, within a week of the event/initiative.
4. OSOT's logo can be provided for use on materials, upon request. Applicants are required to only use the logo for purposes as outlined and approved by OSOT.

**Related References:** [OSOT Student Initiative Funding Application](#)