**Proposal Template**

Statement:

The Hospital Play Specialists Association Aotearoa New Zealand (HPSAANZ) values cluster meetings for professional networking, the sharing of ideas, innovations and practice, developing knowledge and reducing professional isolation, these meetings will be referred to as Kotahitanga.

The Hospital Play Specialists Executive will provide a supportive role for cluster meetings, encouraging services to participate and publicising meetings through emails and facebook groups to the membership.

|  | Example: |  |
| --- | --- | --- |
| Location: | Central |  |
| Number of HPS: | 7 |  |
| Theme: | Prioritisation and working in a MDT |  |
| Location of Kotahitanga: | Wellington Hospital |  |
| Goals for meeting: | Connection with HPS in the region. Gain knowledge and understanding of NELPS. Supporting each other through professional growth. |  |
| HPS Professional competencies: | 4, 5, and 6 |  |
| Working group members: | Joe, Sarah, sue,emails…. |  |
| Travel Costs: | $1000 flights and car mileage, see estimations / quotes. |  |
| Venue costs: | none using the hospital meeting room. |  |
| Professional Development costs: | $250 materials for hands on PD and a speaker, see quotes |  |
| Food costs: | $300 for catering see quote. |  |
| Other costs: | $200 Koha for thank you gifts, certificate printing.  |  |
| Total amount applied for: | $1750 |  |
|  |  |  |

Person responsible for submitting the Panui article……………………….

Date of next panui for article………………………………………….

Post event report to HPSAANZ executive with attendance list and break down done by …………………………………………………………………………………………….

Application submission by…………………………………………………………

Date…………………………………………………………………………………………

Application approved by ………………………………………………………..

Funds approved………………………………………………………………………

Date approved………………………………………………………………………..

Document to be renewed 6 monthly for the first two years to ensure it is meeting the needs of the membership being a new document.[[1]](#footnote-1)

1. updated 27 April 2023 [↑](#footnote-ref-1)