

## SOCIAL COMMITTEE – SPONSORED OUTINGS: Written Policy

Members: The social committee is comprised of peer selected residents from all levels of training

Purpose: The social committee plans recreational events to help support camaraderie among residents, mental well-being, and the alleviation of stress. Residents are encouraged to participate in and propose activities.

Guide lines:

- A. Residents are required to get **prior** approval from Residency Administration (Dr. Wadowski or Dr. Suss) for any activity funded by the resident social fund.
- B. Activities cannot pose any potential danger to the safety or security of participants, violate any local state or federal statute, or constitute unprofessional behavior on the part of the participants.
- C. Upon approval, e-mail notification of the event must be sent to all residents via the Downstate Pediatrics List Server, and all residents must be eligible to participate.
- D. Any money spent on alcohol, smoking, gambling, or personal effects at any event **will not be reimbursed**. Separate tabs should be requested, so that items which are appropriate for reimbursement can easily be distinguished. Whenever possible, these items should be clearly described on the receipt.
- E. Original receipts for any expenses must be submitted within 30 days of the event.
- F. The funds in the social committee, which are subject to annual budget allocation, are finite, currently totaling approximately \$8,000-\$10,000 per year. As such, efforts must be taken to assure that event costs are evenly distributed over the span of the year. If any single event is expected to require a disproportionately high portion of the total yearly funds, this must be stated when obtaining approval for the event.
- G. For each event, one or a group of residents will be chosen to evaluate the potential cost of the event and assure that they are kept reasonable, as outlined in section F. **If no one is chosen, the person obtaining approval for the event is chosen by default.**
- H. For each event, a written budget proposal must be submitted, and signed approval must be granted by Residency Administration for this budget.
- I. At the end of the year, an executive summary will be submitted, identifying all events and the total amount spent from the year's fund. This summary is to be prepared by the members of the social committee.
- J. Any suggestions to enhance social activities are always welcome and encouraged.