

Linda Stevens Memorial Fund

The Linda Stevens Fund was set up by the late Mrs. Audrey Campbell (Linda's mother) and is named after Dr. Linda Stevens. Dr Stevens was a cytogeneticist at The Hospital for Sick Children in Toronto, who subsequently opted to become a medical geneticist. As she was about to take up the position of starting the genetics program at North York General in Toronto, she passed away in 1982 while undergoing a heart catheterization procedure. The Fund was established to further the training of candidates in a CCMG Fellowship in one of the accredited genetic centres or residents in Royal College Medical Genetics training programs by participating in conferences, attending short courses or workshops, or undertaking training at other genetics centres.

Once per year, the Awards and Nominations committee will evaluate requests for stipends from the fund made by trainees (RCPSC & CCMG) in accredited genetics centres.

1. Applicants must be trainee affiliates of the CCMG.
2. The committee will make a decision about eligibility of each application.
3. Funds can be requested in order to:
 - Facilitate travel by trainees to other centres to further their training goals.
 - Attend conferences and workshops during training. It is expected that the trainee will be presenting research at the conference or workshop.
4. The amount available will be distributed between eligible applicants in a proportional manner.
5. The amount to be distributed is the fund growth minus 10%. The fund growth used will be from the most recent completed audit.
6. Calculation of proportion to be awarded to each applicant:
Total available for Linda Stevens award divided equally between all applicants up to the maximum requested by each student. Any dollars left over or unclaimed will be returned to the fund.
7. The maximum amount to be awarded to each applicant during a training period is \$1800.00. For details on the expenses that can be claimed, see Appendix.
8. A trainee can apply for the Linda Stevens award multiple times during their training, until such time as the maximum amount per person has been awarded.

ELIGIBLE EXPENSES FOR LINDA STEVENS MEMORIAL FUND

All detailed receipts (**including itemized bills for meals**) must be submitted to the CCMG office when requesting reimbursement. As stipulated in the terms of references, eligible expenses will be reimbursed to the amount awarded by the Awards and Nominations committee to each candidate for the given year, with a maximum of \$1800.00 to each applicant during their *entire* training period, regardless of the submitted eligible expenses.

Conferences and short courses/workshops

- Registration fees are eligible; tuition fees for university graduate or undergraduate courses are not eligible.

Transportation and parking

- Expenses incurred for travel by air, train, bus or car are eligible; the mode of transportation chosen should be the most economical and practical way to travel. Taxis transportation to and from airport or bus/train station, as well as parking at airport (or hotel if travelling by car) are eligible expenses.
- If traveling by personal car, mileage is eligible for reimbursement at a flat rate of 0.43\$ per kilometer. Travel by personal car to and from airport is not eligible.
- Surcharges for excess baggage are not eligible; however, if there is a charge for all checked baggage, charge for the *first* checked bag is eligible.
- Cancellation, flight and baggage, collision, loss and damage (CDW) or any life/medical insurances are not eligible expenses, nor are additional ancillary charges including (but not limited to) premiums for failure to refill fuel in rental car.

Accommodation and meals

- Expenses incurred for hotel room charges are eligible, up to 24h before and after the conference dates to allow for travel. However, if the conference starts in the afternoon and ends in the morning or early afternoon, this must be taken into account when making arrangements for accommodation and transportation.
- Fees for internet use and telephone calls are not eligible, nor are expenses for late check-in or due to failure to cancel/change a reservation.
- Expenses for meals (*excluding* any alcohol), up to 24h before and after the conference dates to allow for travel, are eligible up to a maximum of 50.00\$ per day.

Donor Recognition Program

The Linda Stevens Fund was set up by the late Mrs. Audrey Campbell (Linda's mother) and is named after Dr. Linda Stevens, who, while doing her genetics fellowship in 1982, died undergoing a heart catheterization procedure. The Fund was established to further the training of candidates to a CCMG Fellowship in one of the accredited genetic centres by participating in conferences, taking a course or undertaking training at other genetics centres. In so doing, the Linda Stevens Fund helps to ensure the continued experience in training CCMG Fellows.

The mission of the Canadian College of Medical Geneticists is to establish and maintain high quality professional and ethical standards of medical genetics services in Canada and to help ensure that the highest quality of service is delivered to the Canadian public. Through the Linda Stevens Memorial Fund, trainees are able to attend courses and conferences such as the Annual Short Course in Medical and Experimental Mammalian Genetics in Bar Harbor, Maine, the Annual David W. Smith Workshop on Malformations and Morphogenesis, the American Society of Human Genetics annual conference and training in another centre in the country.

Donor Recognition Program Categories

Current Year Donors:

Gold: \$300+
 Silver: \$200-299
 Bronze: \$100-199

Five Year Pledges

(yearly donations of this amount pledged for five consecutive years)

Gold: \$300+

Silver: \$200-299

Bronze: \$100-199

Lifetime Donations

Gold: \$5,000+

Silver: \$2,500+

Bronze: \$1,000+

Corporate Donations

Gold: \$5,000+

Silver: \$2,500+

Bronze: \$1,000+

The CCMG Board of Directors acknowledges the importance of our members' donations. Your donation assists us to provide funding for trainees to enhance their training and enrich their knowledge of medical genetics. In order to recognize the contributions of our members to the Fund formally, we have created a Donor Recognition Program. Donors will be recognized in the CCMG Newsletter, on the CCMG website and at the Annual Scientific Meeting.

The Awards Committee is limited in the funding it can provide and has had to impose conditions on applicants to ensure that the fund remains effective and beneficial for trainees. We urge all members of the CCMG to consider donating to the Linda Stevens Memorial Fund. As donations increase, the available disbursements will also increase. Your tax-deductible donation will help us support educational opportunities for CCMG trainees.

Thank you for your support!