

**HEALTH SERVICES AUXILIARY  
P.O. Box 406  
DuPont, WA 98327-0406**

**March 2011**

**TO: Department/Division Chiefs and Community Leaders  
FROM: Health Services Auxiliary (H.S.A) Welfare Committee**

**SUBJECT: Procedure for requesting H.S.A. Welfare Funds**

Health Services Auxiliary (H.S.A.) is a private organization that provides philanthropic support to Madigan, DENTAC, VETOCM and the Joint Base Lewis McChrod Community. Each year, H.S.A. disburses welfare funds to support needs that may not be funded through military/hospital or community supply channels or appropriated funds. **Our objective is to enhance patient care and staff morale.**

1. Please utilize the attached sheet to request funds from H.S.A. This form may be copied and distributed to areas in your department. Please answer ALL the questions.
2. The requests are considered once a year. The funds are available in late May or early June. When you make your application, please consider your needs from June 2011 through May 2012.
3. The H.S.A. Welfare Committee has stipulated the following guidelines:
  - a. Maximum amount per request: \$500.00 (NOT per Department)
  - b. H.S.A. declines to fund medical equipment to be used on patients.
4. If your request for items to be used in the hospital is approved, a Letter of Proffer will be used to ensure proper disbursement. This process may take 30 to 60 days. Arrangements for purchase of approved items will be made with the chairperson of the Welfare Committee.
5. Applications for funding are available from April 1 to April 30 in the Public Affairs Office at Madigan Army Medical Center. **No applications will be accepted after April 30, 2011.**

6. Forward completed requests to:

Health Services Auxiliary  
P.O. Box 406  
DuPont, WA 98327-0406  
ATTN: Welfare Funds

7. POC: Vicki Jurgensmeier, 964-1256 or Victoria.jurgensmeier@us.army.mil