

Responsibilities of the Host Hospital

- ❖ Host hospitals are asked to provide:
 - A Liaison – respected hospital staff person to organize and promote the seminar (ideally with a team of people at the hospital) and work with the facilitator and North Carolina staff.
 - Meeting Space – comfortable space that is conducive to discussions.
 - Dinner – a meal for each of the six meetings. Meals can be as simple or as elaborate as a hospital wishes.
 - The liaison should be someone well respected and connected in the hospital and the community, with the time and interest to do the work required mentioned in these bullet points. Although the amount of time the liaison spends organizing the seminars varies, 12 – 20 hours a year is average (if he or she works completely alone) plus the time to attend the seminars.
 - To recruit program participants and maintain regular communication of the of the discussion group members
 - Work with The North Carolina Humanities Council program coordinator and the program facilitator to agree on a syllabus for the group sessions
 - Work with The North Carolina Humanities Council program coordinator and the program facilitator to agree on a set schedule for the group sessions
 - Create a roster with contact information(email address) for each participant
 - Gather final data materials and surveys from each participant of the discussion group
 - Complete the Concluding Reports at the end of the program to provide an evaluation and data on the In-Kind Contribution of the site

On average this program costs \$3,000 to \$5,000 to operate per site. This program is made possible through a federal grant to the North Carolina Humanities Council and we encourage each site to strive to match the funds we invest in this program. We appreciate all of the work that goes into making this program possible and ask each site to document their cash and in-kind match of Council funds as a part of the Concluding Reports.



Literature & Medicine: Humanities at the Heart of Health Care®

Responsibilities of the North Carolina Humanities Council

- ❖ The North Carolina Humanities Council will provide:
 - Administrative and Logistical support
 - A scholar to facilitate the sessions
 - An honorarium and travel expenses for the scholar
 - Book materials for each participant
 - Reimbursement for meals with **paid receipts and total number of attendees**. The reimbursement rate is based on a predetermined allocation of \$6.00 per attendee per session. (i.e. if there are 10 group members and the scholar the reimbursement would be 6 sessions x 11 members x \$ 6.00 = \$396.00)