

## **Guidelines for Requesting Ruth/Kolb Endowment Fund Assistance**

Throughout the history of Saint Luke's Foundation, donors have established funds that are designated for specific purposes within the general areas of education and research. We are pleased to provide financial assistance to accepted and qualified students. Saint Luke's Ruth/Kolb Endowment Fund Grants may be awarded to students enrolled in programs of Clinical Pastoral Education. To enable a greater number of students to benefit from limited funding, a student may not typically receive financial support following their second program of CPE at Saint Luke's (for example, internships or residencies) except in special circumstances.

The maximum grant for Tuition assistance is \$250 for a student enrolled in the Summer Intern or the Extended Intern (September - April) programs and \$800 of tuition assistance for a student enrolled in the CPE Residency program. The Semi-Virtual program does not offer this scholarship.

Travel Expense Reimbursement can be included in an application for assistance. Travel Expense Reimbursement is to assist a CPE Summer Interns only with relocation expense (for example, to/ from student's seminary location to Kansas City). The amount of such assistance will not exceed \$300.

CPE Students may apply for financial support as follows:

1. Applicants are made aware of possible financial assistance by information and application form available at [saintlukeskc.org/cpe](http://saintlukeskc.org/cpe) and/or at the time of application.
2. Applicants who accept placement are responsible for payment of tuition in accordance with the program payment policy. The Saint Luke's CPE program payment policy is included in the letter offering placement to an applicant.
3. The accepted student completes a "Saint Luke's Clinical Pastoral Education Request for Assistance" form.
4. The student attaches a one-page letter describing need for funding and amount requested.
5. The student submits application to his/her program Supervisor who begins process of review. The request is forwarded to the Senior Manager of Clinical Pastoral Education and then to the Senior Manager of Spiritual Wellness who directs it to the attention of the Spiritual Wellness Committee for action.
6. The request is reviewed and approved by the Spiritual Wellness Committee.
7. Upon action by the Spiritual Wellness Committee, the Senior Manager of Spiritual Wellness is responsible to request funding from the Saint Luke's Foundation, the manager of the Ruth/Kolb Endowment Fund.
8. The Foundation office prepares a check/transfer of funds and sends it to the Senior Manager, Clinical Pastoral Education.
9. The Senior Manager of Clinical Pastoral Education notifies the student of the Committee's approval and ascertains that all required student payments are complete and recorded.
10. To obtain travel reimbursement, students must submit original receipts and documentation.

Contact Spiritual Wellness at 816-932-2180 for any questions.

**Ruth/Kolb Endowment Fund**  
Request for Assistance

<b>Name:</b>	<b>Date:</b>
<b>Email Address:</b>	<b>Phone:</b>
<b>Home Address:</b>	
<b>Social Security Number:</b>	<b>Requested Amount: \$</b>

**Attach a one-page letter describing need for funding and amount requested.**

***This section indicates application has been seen and read by***

<input type="checkbox"/> CPE Program Educator	Initials: _____	Date: _____
<input type="checkbox"/> Senior Manager Clinical Pastoral Education, SLHS	Initials _____	Date: _____
<input type="checkbox"/> Senior Manager, Spiritual Wellness	Initials: _____	Date: _____

**Senior Manager of Spiritual Wellness will forward to Spiritual Wellness Committee for action to approve.**

**Spiritual Wellness Committee**

Reviews application and approves by sending an email so declaring to the Senior Manager of Spiritual Wellness, who, then, submits approve requests for action to the Saint Luke's Foundation.

☐ APPROVED    ☐ DENIED

***This section for Foundation use***

Foundation Fund Name: Ruth/Kolb Endowment Fund      Fund #: \_\_\_\_\_      Date Received: \_\_\_\_\_

Amount Approved: \_\_\_\_\_      Check #: \_\_\_\_\_

Date Forwarded to Senior Manager of Clinical Pastoral Education: \_\_\_\_\_

### **The Reverend Margaret Foster Ruth**

Margaret (Peg) Foster Ruth is an Episcopal Deacon in the Diocese of West Missouri. She completed her Clinical Pastoral Education at Saint Luke's Hospital of Kansas City during her education for the diaconate. Following her ordination, she served at St. Andrew's Episcopal Church in Kansas City until her retirement in 1993. During that time Reverend Ruth was well known for her warm and sensitive pastoral care. She attributed much of this to what she learned during her CPE at Saint Luke's Hospital of Kansas City.

### **The Reverend Jerry Warren Kolb**

Jerry Kolb arrived in Kansas City after Clinical Pastoral Education at Presbyterian Medical Center in Denver and Saint Elizabeth's Hospital in Washington, D.C.. Jerry's compassionate and effective ministry has left its mark on Saint Luke's Hospital of Kansas City in many ways. He began the Clinical Pastoral Education program in 1973 and served as Director of Saint Luke's Spiritual Wellness and Education department. Although he retired in 1999, he continues to be involved with the spiritual life of Saint Luke's, including serving on the hospital's Bioethics Advisory Committee and Internal Review Board (IRB).