

# **Adams Lake Indian Band Wellness Funding Policies**



## Table of Contents

	Page
ALIB <b>Recreation Fund</b> Policy & Procedures	3
ALIB <b>Recreation Fund</b> Application	5
ALIB <b>Band Travel</b> Application	6
ALIB <b>Funeral Fund</b> Policy	7
ALIB <b>Funeral Fund</b> Application	8
ALIB <b>Wellness</b> Fund Policy	9
ALIB <b>Wellness Fund</b> Application	10
ALIB <b>Elder's Gathering</b> Fund Policy	11
ALIB <b>Elder's Gathering</b> Fund Application	12

**ADAMS LAKE INDIAN BAND  
RECREATION POLICY & PROCEDURES**

**1. VISION:**

Our Creator placed us on this land to take care of our people, our land, our language, our customs, our knowledge, our culture, our title, to be ours forever and ever. Ensuring that we live in a safe, healthy, self-sufficient community where cultural values and identity are consistently valued promoted and embraced by all.

**2. PURPOSE:**

The purpose of the Recreation policy is to establish guidelines for Adams Lake Indian Band members to access and obtain available funds for recreation.

Chief and Council will approve an annual Recreation budget, at the beginning of each fiscal year, to be administered by the Health & Wellness Department; and Chief and Council will not consider any further individual or group requests.

**3. MISSION:**

The Adams Lake Indian Band (ALIB) has established an annual recreation budget to provide financial assistance to band members. The ALIB is committed to providing fair and equitable guidelines for all band members to access recreation funding.

**4. ELIGIBILITY CRITERIA:**

- 1) The person requesting funding must be an Adams Lake Band member and have a ten digit Adams Lake Indian Band Registry Number starting with 684 living either on or off reserve.
  - I. If the person requesting funding is a Community Member living on reserve, the individual can apply for funding under the 684 ten digit Adams Lake Indian Band Registry number whom they reside with. The funding will be deducted from the 684 ten digit Adams Lake Indian Band Registry number yearly amount.
- 2) The person requesting funding with arrears on accounts with Adams Lake Indian Band (e.g. rental arrears or other overdue payments on an account or an accounts receivable) may not be eligible until the arrears or other overdue payments on an account have been paid in full, or they can submit a current repayment form from Finance along with their application.
- 3) Eligibility is limited to the current fiscal year beginning April 1<sup>st</sup> and ending March 31<sup>st</sup> of the next year and no retroactive payments will be made to a previous fiscal year. Recreation fees that need to be paid in February for activities that occur in the next fiscal year will be deducted from the actual fiscal year that the activities take place (i.e. soccer registration) subject to budget availability. Invoice receipts received by March 31<sup>st</sup> for activities that took place prior to that date will be paid from that fiscal year.
- 4) Recreation activities must be provided through a registered league, business, or organization and all receipts/invoices must contain official business letterhead/logo.
- 5) Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.
- 6) Funding is based on individual age of the Adams Lake Indian band member requesting the funds. For example, that change from youth to adult funding occurs on the band member's 18<sup>th</sup> birthday, not the beginning of the next fiscal year.

## Adams Lake Indian Band Wellness Funding Policies

- 7) It is recommended that Adams Lake Indian Band members book an appointment with the Adams Lake Indian Band Education Department to coincide their Sports & Recreation planning and Education planning together.

### 5. ANNUAL RECREATION BUDGET ALLOTMENT:

- 1) Maximum individual financial support per current fiscal year for the newborns to 2 years is \$500.00
- 2) Maximum individual financial support per current fiscal year for the adults 18 years and over is \$500.00
- 3) Maximum individual financial support per current fiscal year for the youth category is 3-18 years of age is \$1000.00
- 4) Financial assistance is for the registration fee; all other secondary costs associated with participation in a chosen activity are the responsibility of the parent/participant (i.e. Uniform, costumes, travel or equipment).
- 5) All sponsorship and reimbursements will only be paid in Canadian currency and will not be adjusted for the exchange rate.
- 6) An updated list will be provided to the Finance Department quarterly on what the Adams Lake Indian band members have received to date.

### 6. TOURNAMENT

Financial assistance is for the youth category 3-18 years of age Adams Lake Indian Band team tournament registration fee; all other secondary costs associated with participation in a chosen activity are the responsibility of the parent(s)/participant (s) (i.e. Uniform, costumes, jerseys, travel, accommodation or equipment).

### 7. PROCEDURES FOR ACCESS TO ALL RECREATION FUNDS:

- 1) Adams Lake Indian band members must come into the Health & Wellness office and fill out the Adams Lake Indian Band Recreation application form and submit the following attachments with their application:
  - a) Proof of registration, proof of event and cost;
  - b) Invoice from a recognized business establishment (quotes are not acceptable). Cheques will be made payable to the business establishment; and/or,
  - c) Valid receipts for recreation activities that meet the eligibility criteria, as set out in the policy, will be paid as a reimbursement directly to the Adams Lake Indian band member.
- 2) The application form must be filled out fully and include the required information and documentation.
- 3) Failure to submit required receipts will adversely affect further funding. Health & Wellness Department reserves the right to verify the receipts and information provided.
- 4) It is highly encouraged that all applicants make their best efforts to fundraise, i.e. Loonie Auctions, KidSport.

### 8. AMENDMENTS:

- 1) Amendments to these regulations may be made by the Health & Wellness Department on an annual basis;
- 2) All amendments must be bolded and highlighted;
- 3) All amendments must be reviewed by Finance Management; and,
- 4) All amendments must receive one (1) reading in Chief and Council.

**RECREATION APPLICATION**

Please note:

- Per Adams Lake Indian Band Recreation policy eligibility is limited to the current fiscal year beginning April 1<sup>st</sup> and ending March 31<sup>st</sup> of the next year and no retroactive payments will be made to a previous fiscal year.
- Payments will only be made for future fiscal year activities if there is a deadline in the current fiscal year; otherwise registrations will be paid in the fiscal year in which the activity takes place.

**APPLICANTS PERSONAL INFORMATION:**

**\*REQUIRED\*** Ten-digit Registration Number: 684 \_\_\_\_\_

\_\_\_\_\_  
Last name First Name Initial (s)

Male [ ] Female [ ]

\_\_\_\_\_  
Date of Birth (YYMMDD)

\_\_\_\_\_  
Mailing Address City Province Postal Code

\_\_\_\_\_  
Telephone Fax Email

Check applicable box: Adult [ ] Youth [ ] Child [ ]  
(18 yrs. +) \$500 (3-18 yrs.) \$1000 (Birth-2 yrs.) \$500

**What are you applying for:** \_\_\_\_\_

**REQUIREMENTS:** [ X ] Please check

**These attachments are required with your application!**

[ ] Invoice from recognized business establishment with current fiscal year date(s)

OR

[ ] Receipt from program registration

Reimbursement: [ ] Cheque payable to: \_\_\_\_\_

Mail [ ] or Pick up [ ]

Address: \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

(If under the age of 19 parent/guardian signature required)

- Approval of Recreation Funding will be made by the Department Manager, following the Adams Lake Indian Band Recreation Policy. It is the Adams Lake Indian band member responsibility to read the Recreation Policy.
- Health & Wellness Department reserves the right to contact organizations to confirm participant attendance.

### Adams Lake Indian Band Travel Policy

**Goal:**

The Adams Lake Band will provide financial assistance to Adams Lake band members who encounter an extraordinary circumstance. Financial assistance is subject to the amount of funds approved in the annual budget.

**Objective:**

The Adams Lake Band will provide financial *assistance* to Adams Lake Band families to help cover travel, food and accommodation costs in emergencies. Donations must be applied for by an immediate family member.

**Criteria for Application:**

- Priority is given first to Adams Lake Band members; must be requested and applied for by an immediate family member.
- Non-band members and off-reserve band members must provide written proof that all other avenues of sponsorship is exhausted; must be on letterhead and signed by authorized personnel.
- Under the discretion of the Health & Wellness team, the best cost efficient method will be explored.
- Generally, will be provided once per year, but may be reviewed on a case by case basis.
- A family may apply for financial assistance up to a maximum of \$500.00

**Application Response Time:**

- All applications will be reviewed and receive a response within 10 working days.
- The decision of the Health & Wellness team is final; all applications are to be forwarded to:

Director of Health & Wellness, Box 1009, Chase, BC V0E 1M0

Email: [sanderson@alib.ca](mailto:sanderson@alib.ca) Phone: 250-679-7726 Fax: 250-679-2234

### Adams Lake Indian Band Member Travel Application

Date: \_\_\_\_\_ Description of Ex. Circumstance \_\_\_\_\_

Individual name: \_\_\_\_\_ ALIB Band # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

Total requested: \$ \_\_\_\_\_ Date required: \_\_\_\_\_

List funding from other sources: (i.e.: Ministry, health centre, family member, churches, friendship centre)

**Office Use Only**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Approved by: \_\_\_\_\_  
Approved ☐ Not Approved ☐ Documentation Required: Yes ☐ No ☐

### **Adams Lake Indian Band Funeral Fund Policy**

***Goal:***

The Adams Lake Band will provide financial assistance to support Adams Lake Band families in times of grieving.

***Objective:***

The Adams Lake Band will provide financial *assistance* to Adams Lake Band families to assist with funeral costs. Application requests must be applied for by an immediate family member.

***Criteria for Application:***

- The deceased must be an Adams Lake Band member; or a spouse, child of an ALIB member.
- Must be applied for in person by an immediate family member who is also the family spokesperson.
- The family may apply for \$500.00 to help cover food and miscellaneous items (i.e.; candles, veils, ribbons, etc.)
- After office hours, contact the Band Social Development Worker.

***Application Response Time:***

- To start the process, an application must be turned in to the Wellness or Social Development department.
- All applications will be dealt with in a timely manner.
- Status and Non-Status Community Members who reside on an ALIB reserve, a donation will depend on the verification from your band or the Ministry of Child & Family Services.

***Decision:***

The decision of the Health & Wellness team is final; all applications are to be forwarded to:

Director of Health & Wellness

Box 1009, Chase, BC V0E 1M0

Email: [sanderson@alib.ca](mailto:sanderson@alib.ca) Fax: 250-679-2234

After office hours:

Band Social Development Worker - 250-572-6385

**Adams Lake Indian Band Funeral Fund Application**

Date: \_\_\_\_\_

Funeral of: \_\_\_\_\_ ALIB Band # \_\_\_\_\_

Family spokesperson/or designate (cheque made payable to) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

What is the best time and way to contact you? \_\_\_\_\_

Total requested: \$ \_\_\_\_\_

Date required: \_\_\_\_\_

**\*\*Note-**The Band Social Development Worker can assist with the application form or inform the applicant of possible costs covered by Veterans, Canada Pension or Aboriginal Affairs and Northern Development Canada (AANDC).

**Office Use Only**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Approved ☐ Not Approved ☐ Documentation Required: Yes ☐ No ☐

Cheque will be picked up by: \_\_\_\_\_

Approved by: \_\_\_\_\_



### **Adams Lake Indian Band Wellness Fund Policy**

***Goal:***

The Adams Lake Band will provide financial assistance to support band and community members who wish to participate in personal development wellness programs that strengthen and enhance individual, family and community wellness.

Financial Assistance is subject to the amount of funds approved in the annual budget.

***Objective:***

To help build a healthy community, the Adams Lake Band will provide financial assistance to cover registration fees to personal development wellness programs for Adams Lake band and community members.

***Criteria for Application:***

- Priority is given first to Adams Lake Band members.
- Community members who are non-band members must meet the minimum of 1-year uninterrupted residency on the Adams Lake Band reserve.
- Non-band members must provide written proof that all other avenues of sponsorship have been exhausted; proof must be on original letterhead and signed by authorized personnel.
- Individuals may apply for financial assistance up to a maximum of \$3000.00 for registration fees.
- **Only one application per fiscal year may be submitted; (April 1 to March 31)**
- When applicable, it is the responsibility of the applicant to arrange their own accommodation, travel and meals.
- Applications must describe how the program will build individual and overall community wellness.
- Any reimbursed travel/accommodation monies received by participants must be handed in to ALIB.

***Application Response Time:***

- All applications will be reviewed and receive a response within 10 working days.
- Note: Cheques will be made out to the wellness program; cheques will not be made out to individuals.
- The decision of the Health & Wellness team is final; all applications are to be forwarded to:

Director of Health & Wellness

Box 1009, Chase, BC V0E 1M0

Email: [sanderson@alib.ca](mailto:sanderson@alib.ca) Fax: 250-679-2234

### Adams Lake Indian Band Wellness Fund Application

**\*\*\*Note\*\*\*** If the wellness program you are applying to has its own application, please submit it along with this one.

**\*\*\*** When applicable, it is the responsibility of the applicant to arrange their own accommodation, travel and meals.

Date: \_\_\_\_\_ **\*\*Note:** Cheque will be made to wellness program

Individual Name: \_\_\_\_\_ Band # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

What is the best time and way to contact you? \_\_\_\_\_

Personal Development Wellness Program Requested:

☐ Youth (18 yrs. of age and under) Wellness Program \_\_\_\_\_

☐ Adult (Age 19 and over) Wellness Program \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Date required: \_\_\_\_\_

List funding from other sources: \_\_\_\_\_

Describe your wellness plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how you can give back to the Adams Lake Band by volunteering your time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Office Use Only**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Approved ☐ Not Approved ☐ Documentation Required: Yes ☐ No ☐

Approved by: \_\_\_\_\_

### **Adams Lake Indian Band Elder's Gathering Fund Policy**

***Goal:***

To strengthen and enhance individual, family and community wellness, the Adams Lake Band will provide financial assistance to Adams Lake band and community member Elders who wish to participate in the annual BC Elder's Gathering.

The number of Elder community members attending is subject to the amount of funds approved in the annual budget.

***Objective:***

To help build a healthy community, the Adams Lake Band will provide financial *assistance* to cover registration fees, accommodations, travel and food costs for Adams Lake band and community member Elders to attend the annual BC Elders Gathering.

***Criteria for Application:***

- Priority is given to Adams Lake Band members.
- Elders must be 60 years of age before the Elders Gathering takes place.
- Non-band members must provide written proof that all other avenues of sponsorship have been exhausted; proof must be on original letterhead and signed by authorized personnel.
- On behalf of the group of Elders participating, the Elder Coordinator or designate will apply for financial assistance up to a maximum of \$425 per Elder.
- Applicants must describe how the program will build individual or overall community wellness.

***Application Response Time***

- All applications must be received on or before May 1<sup>st</sup>
- Note: Cheques will be made out to the Elder's Gathering registrar and to the motel for accommodations.

***Decision:***

The decision of the Health & Wellness team is final; all applications are to be forwarded to:

Director of Health & Wellness  
Box 1009, Chase, BC V0E 1M0  
Email: [sanderson@alib.ca](mailto:sanderson@alib.ca) Fax: 250-679-2234

**Adams Lake Indian Band BC Elders Gathering Application**

Date: \_\_\_\_\_ \*Note: Cheque made to BC Elders Gathering and accommodation

Individual name: \_\_\_\_\_ Band # \_\_\_\_\_

Applicants (Age 60 and over) Birthdate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

What is the best time and way to contact you? \_\_\_\_\_

Date required: \_\_\_\_\_

Describe how this activity will strengthen or enhance individual or community wellness.

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Describe how you can give back to the Adams Lake Band by volunteering your time.

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**Office Use Only**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Approved ☐ Not Approved ☐ Documentation Required: Yes ☐ No ☐

Approved by: \_\_\_\_\_