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www.shuswapband.net

EXTRA CURRICULAR ACTIVITY POLICY

1. INTRODUCTION

The health of an individual is improved with physical activity and improved health leads to brighter futures and limitless possibilities. The Shuswap Band Council is committed to supporting and promoting the health and well-being of members by facilitation their participation in recreation, sporting, cultural, and social opportunities.

2. PURPOSE

The purpose of the Extra-Curricular Activity Policy is to establish guidelines for Shuswap Band members to access and obtain available funds for recreation, sporting, cultural, and social activities through fair and equitable process. An Extra-Curricular Activity Policy is available in the Shuswap Band Administration office and online.

3. FUNDS AND LIMITATIONS

The Shuswap Band shall allocate an annual budget based on availability of funds.

The maximum individual financial support per fiscal year for all Shuswap Band Members (and children of Band members unless children are members of another Band) aged 0 – 18 years of age will be unlimited.

Financial assistance will be paid in Canadian currency and for international trips, will require proof of daily exchange rate via Debit Card Statement, Credit Card Statement, or other Bank Statement.

Reimbursement will only be issued with proper proof of invoicing and / or receipts.

Shuswap Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.

4. TYPES OF ACTIVITIES FUNDED

Assistance may be granted to individuals to participate in any organized recreational, sporting, social, or administered locally by recognized organizations or schools such as: sports teams, arts and crafts, IE; glass blowing or drawing lessons, local hockey club, dance school, marital arts, etc. Self created activities may be considered on a case-by-case basis.

5. FUNDING AMOUNTS

Equipment will be funded to a maximum of \$500 per activity. If you require more funding than this for equipment, a request must be submitted for approval. Note: It is the intent of the Band to acquire an inventory of equipment for the needs of the Shuswap Community Members.

The athlete and one (1) adult family member or chaperon will be reimbursed for meal expenses, incidentals and the mileage incurred of a single vehicle traveling to and from the sporting destination.

The mileage amount paid is sixty-eight (.68) cents per kilometer, from place of residence to the Destination and back.

The meal and incidental reimbursements must include receipts for each expenditure and will be reimbursed up to a maximum of:

\$17.15	Breakfast
\$18.05	Lunch
\$45.95	Dinner
\$17.30	Incidentals
.68	Per KM

Receipts must not include Liquor or Gratuity.

Receipts must be submitted within the fiscal year that the expense is paid.

January 1, 2023 – March 31, 2024.

6. ELIGIBILITY CRITERIA

Recreation activities must be provided through a registered league, business, or organization and all receipts / invoices must contain official business letterhead / logo.

Funding is based on the age of the individual at the time of application. For example, the change from youth to adult funding occurs on the Shuswap Band member's 19th birthday, not at the beginning of the next fiscal year.

The person requesting funding must be a Shuswap Band member or the parent of a Shuswap Band member. Children must not be members of another Band.

If successful, the approved amount will be provided in accordance with the Shuswap Band's cheque processing procedures.

Applicant not approved for funding will be notified in writing within five business days of the decision, stating the reasons for declining the application.

7. APPLICATION PROCEDURES

7.1 Individuals:

At least three (3) weeks prior to the start of the activity or fee due an applicant must complete the Shuswap Band Extra-Curricular Activity Policy form and submit it and the following attachments:

- a. Proof of registration, event, and costs.
- b. Invoice from a recognized business establishment (quotes are not acceptable).

Late requests OR incomplete applications may result in delayed payments.

Payments shall be made directly to the organization when this option is available.

8. WHEN APPLYING FOR AS TRAVEL OR TEAM SPONSORSHIP

Upon completion of the event, the applicant will submit the following:

- 8.1 Travel expenses receipts (fuel, flight tickets).
- 8.2 Food and lodging costs for child and chaperone, if applicable.
- 8.3 Chaperone / coach / team contact information.
- 8.4 Signed letter from the Coach that the applicant attended the event.

Failure to submit the required receipts will affect reimbursement. The Shuswap Band reserves the right to verify receipts and information provided to determine eligibility.

9. WITHDRAWALS FROM ACTIVITIES

If an applicant withdraws from the activity that they were subsidized to enter, and they are entitled to full or partial refund, the applicant must notify the Shuswap Band of the refund and return the refund to the Shuswap Band or ask to apply the refund towards registration in another activity.

If the refund is applied to another activity, the applicant must provide proof as in the initial claim for subsidy.

In the event of air travel, cancellation insurance for air travel must be purchased with the airline ticket. With hotel accommodations, it is the responsibility of the Band member to understand the hotel's cancellation policy and if cancellation is necessary, cancel within the hotel's policy.

Depending on the circumstances of cancellation, the Shuswap Band may pay any cancellation fees. It is expected that the athlete attends the event or activity being paid for by the Shuswap Band. If an athlete's travel or participation is claimed and financially funded by the Band and the athlete does not participate, it is required that the Band be reimbursed for the expenditure.

Failure to notify and return refunds will result in disqualification from future subsidies.

Should an individual withdrawal due to injury suffered from the event, they will not be required to repay.

10. AMENDMENTS

This policy shall be reviewed by the Chief and Council every three years or at the recommendation of the Chief Administrative Officer should any changes be required sooner.

11. POLICY EFFECTIVE DATE

This policy shall be in effect from the date approved by the motion of Chief and Council and shall remain in effect until such time as it is revised or rescinded by motion of Chief and Council.

The Extra-Curricular Activity Policy has been reviewed and adopted by Council at a duly convened meeting at the Shuswap Band Administration office, held on the _____ day of _____, 202____.

This policy is effective as of January 1, 2023.

Chief Barb Cote

Councillor Mark
Thomas

Councillor Richard
Martin

Extra-Curricular Activity

Name : _____

Date of birth: _____

Address: _____

Telephone number: _____

Name of Event or Activity funds are requested for: _____

Location of Event/ Activity: _____

Date(s) of the Event/ Activity: Start: _____ End: _____

Funding Request:

Entrance Fee/ Registration	\$ _____
Meals	\$ _____
Travel Costs	\$ _____
Accommodations	\$ _____
Equipment	\$ _____
Other	\$ _____
Total Cost:	\$ _____

If funding is approved, whom shall the cheque be made out to? _____

Mailing Address: _____

Applicant's signature: _____ Date: _____

Signature of Parent/Guardian (if applicant is under 18): _____

FOR OFFICE USE

Date Approved: _____ Amount: _____

Not Approved: _____ Reason: _____

Receipt Tracking Form

Today's Date: _____

Athlete's Name: _____ Chaperone's Name: _____

Event Name: _____ Event Location: _____

Total KMs

*(From place of residence
to Event & Return)*

Reimbursement:

(.68 cents per km.)

Receipt Breakdown:

Date	Receipt Number	Description	Amount (include PST)	GST	TOTAL