



WEST MOBERLY FIRST NATIONS

YOUTH TRAVEL FUND POLICY

Adopted:	November 12, 2024
Amended:	

YOUTH TRAVEL FUND

Objective:

To provide funding for youth (and their families) to attend out of town events associated with extracurricular activities.

Application and Scope:

WMFN Band Member and Community Member Youth ages 5-18.

Eligible Recipients:

Funding may be offered to WMFN youth who are invited to attend out of town events associated with their extracurricular activities. Events include opportunities such as sports tournaments, arts festivals, debate competitions, etc.

Whenever possible, opportunities for event attendance travel funding will be distributed among eligible recipients.

Policy:

This funding is available through provincial gaming grants and any subsequent fundraising approved by the Youth Travel Fund Committee.

Event travel funding is subject to funding availability and amounts shall follow the WMFN Finance Policy - Travel.

Funding is available for the youth and one adult chaperone. If multiple participants from a single family are participating in an event, each youth (and a chaperone) is eligible for separate travel funding.

Out of town events means any event taking place in a location more than 50km from an applicant's place of residence OR an event that requires an overnight stay due to event scheduling or safety.

Any person receiving travel funding for an event, is required to participate and attend the event in its entirety. Should this requirement not be met, or if the event is cancelled, all funds must be returned to WMFN. Funds not returned will be considered a debt to WMFN and will impact Good Financial Standing status. In the event of non-participation due to illness or crisis, the Youth Travel Fund Committee will review and determine what funds must be returned to WMFN.

Third Party Travel Funding:

Where a third party is providing travel funding to attend the event, but funding is less than amounts outlined in the WMFN Finance-Travel policy, WMFN will (subject to available funding) provide additional funding to meet the amounts outlined in the WMFN Finance-Travel policy. Except as

outlined above, if travel funding is provided by a third party, youth will not be eligible for additional WMFN travel funding.

Decisions of the Youth Travel Fund Committee may be appealed through the WMFN Appeal Policy.

Procedure:

a) Committee:

- A committee comprised of a minimum of 4 members (at least one from each family group) appointed by Council will be formed. Committee members will be eligible for a 2-year term and can be reappointed for multiple terms. Committee members will receive an honorarium per the WMFN Honorarium Policy.
- The committee will develop and periodically review/update an application form. The application form will identify the youth name, chaperone name, activity, sponsoring organization, date, duration, and amount requested.
- The committee will review funding requests monthly. Requests must be submitted at least 30 days before travel is required. Late requests will not be considered.
- The committee will review applications received and determine if applications are eligible and which will be funded. Final funding decisions will be communicated to the Finance Department for fund disbursement.
- The committee will report to Council annually (or more frequently if required or requested by Council) to approve budget, report for funder accountability, and identify successes and challenges in the program and associated processes.

b) Travel Funding Payment:

Any eligible WMFN Youth (or their parent/guardian) may access the travel fund by submitting a written application form to the committee. Requests must be submitted at least 30 days before travel is required. Late requests will not be considered.

The Committee will review funding applications monthly and inform Finance regarding which applications will receive funding.

Fees will be paid directly to the supplier whenever possible (e.g. hotels and airfare). Any reimbursement requests for monies already spent will require the submission of original receipts and/or a WMFN travel expense form.

REVIEWED & RECOMMENDED

This WMFN Youth Travel Fund Policy has been reviewed and approved by a quorum of Council on [November 12, 2024], coming into force on [November 12, 2024]:

Councillor: Theresa Davis

Councillor: Asher Atchiqua

Councillor: Sam Desjarlais

Councillor: Clarence Willson

This policy has been reviewed and amended by a quorum of Council:	