

Program Policies Ermineskin Education Trust Fund Revision Record: *March 1986, July 1998, May 2016, May 13, 2020; reviewed two versions of policies, reconciled and amended August 2021/January 2022 and approved February 2, 2022. Latest Revision July 1, 2023.*

Ermineskin Education Trust Fund

PROGRAM POLICIES*

*Referred to and recognized as the *Education Purposes Regulations* as referenced in the amended and restated Trust Deed July 10, 2020, s13.5..

Personnel

The Ermineskin Education Trust Fund has a coordinator to provide support for the Ermineskin Tribal Citizens on any matters related to the Ermineskin Education Trust Fund (“EETF”).

Ermineskin Tribal Citizens who require information, assistance, or reassurance on any matters related to education should contact the EETF coordinator’s office or a member of the Board of Trustees.

EETF Interim Coordinator, Elinor Roan and Assistant, Tamara Roan: (780) 585-2135 or info@eetfund.com

Trusteeship

A Trustee position on the Ermineskin Education Trust Fund Board of Trustees is held for a two (2) or three (3) year term.

Ermineskin Tribal citizens of age (18+) may apply for a position of Trustee. New members of the Board of Trustees are approved by leadership based on recommendations of the existing Board of Trustees.

The Ermineskin Education Trust Fund Board of Trustees meet twelve (12) times per year for regular meetings. The major responsibilities of the Board of Trustees are:

- To safeguard the investment of the existing Trust Fund
- To use the income from the Trust Fund Board for the purpose of promoting and encouraging the advancement of higher education of Ermineskin Tribal Citizenship.

The current Ermineskin Education Trust Fund Board of Trustees are:

- Danika Lightning – danika@eetfund.com
- Maureen Caisse-Ward – maureen@eetfund.com
- Christa Ermineskin – christa@eetfund.com
- Deirdra Cutarm – deirdra@eetfund.com
- Brayden Omeasoo-Steinhauer – brayden@eetfun.com
- Jason Makinaw (Council Portfolio) – portfolio@eetfund.com

Ermineskin Education Trust Fund

Philosophy Statement

The Ermineskin Education Trust Fund Board of Trustees (the “Board) acknowledges that the Creator gave us laws that define our rights and responsibilities.

The Board believes that Ermineskin Cree Nation citizens have a right to an educational experience that reflects and affirms the Nehiyaw identity, our culture, and our language.

The Board believes that the delivery of all the education programs and services will contribute to the survival, prosperity, and autonomy of the Ermineskin Tribal Citizens.

Guiding Principles

The Board, within the process of fulfilling this mandate, will perform necessary functions with government and entities external to the Trust Fund.

The Ermineskin Education Trust Fund (EETF) has a fundamental duty to develop and design appropriate policies and services with intent on goals and objectives aligned in the strategic plan.

1. General

Policy

The purpose of the Ermineskin Education Trust Fund Program Policies (this "Policy") is to place in written form the policies, rules, and procedures applicable to all programs and services administered through EETF. This Policy is intended to develop efficient administration, as well as promote excellent service to the community.

Procedures

- 1.1. This Policy may be amended from time to time. No amendments to this Policy shall be effective until approved by the Trustees at a duly convened special meeting. The Trustees must receive ten (10) working days' notice of the special meeting, along with the details of the proposed amendments.
- 1.2. These Policies shall be reviewed annually by the Board.
- 1.3. Amendments to any monetary rate under these Policies will not retroactively apply.
- 1.4. The EETF Board of Trustees and employee(s) of EETF are responsible for the fair implementation of this Policy.
- 1.5. The EETF coordinator shall report and bring forward information and other requests pertaining to these Policies to the EETF Board of Trustees at scheduled, duly convened regular meetings of the Board of Trustees.

Eligibility

- 1.6. EETF provides funding for programs and services to beneficiaries of the Trust. Beneficiaries of the Trust are persons whose names appear or are entitled to appear on the Ermineskin Cree Nation Band List (Ermineskin Tribal Citizens).
- 1.7. Eligibility for a program or service is limited to individuals that are not covered for the same or similar program or service, specifically, a program or service that receives funding through other agreements.

Program Applications

- 1.8. Students/Parents/Caregivers must:
 - a. Ensure the student meets the eligibility criteria under a program or service,
 - b. Complete the appropriate application form designated for the program or service,
 - c. Provide the appropriate documents as set out under each program or service guideline,
 - d. Submit the application and applicable documents to the EETF coordinator for review and processing, and
 - e. Follow relevant deadlines for a program or service (if applicable).

Funding

- 1.9. All EETF Programs and Services are subject to the availability of funds and the discretion of EETF in a given fiscal year.

Other

- 1.10. For minors (children/youth under the age of 18), monetary payments will be processed under the name of a parent/guardian of the minor unless otherwise directed; students that can show they are Independent (16 years of age or older) may have monetary payments processed in their own names.
- 1.11. Students/parents/caregivers who abuse EETF programs and services in any manner shall forfeit their right to apply for any further awards or incentive programs until directed otherwise by the EETF Board of Trustees.

2. In School Services and Programs

School Supplies

- 2.1 Eligibility – students who attend Provincial Schools or Private Schools and do not live in Maskwacis.
- 2.2 Students/guardians/caregivers may apply for school supply funding annually.
- 2.3 Students/guardians/caregivers must submit a school supply funding form and supporting documentation from the school to the EETF coordinator.
- 2.4 School Supply funding is subject to the following distribution:
 - a. Kindergarten - \$35.00
 - b. Grade 1-3 - \$50.00
 - c. Grade 4-6 - \$70.00
 - d. Grade 7-9 - \$75.00
 - e. Grade 10 – 12 - \$50.00/semester

- 2.5 Scientific Calculators – a maximum of \$75.00 will be covered by EETF for Scientific calculators.

School Fees

- 2.6 Eligibility – eligible students are those who attend Provincial or Private schools and are required to pay compulsory fees related to the students' educational instruction at that school.
- 2.7 Eligible students or their guardians/caregivers may apply for:
 - a. Reimbursement if they have covered the costs themselves, or
 - b. Direct payment from EETF to the school.
- 2.8 No portion of any payment made to the school from EETF is refundable to the student/guardian/caregiver.

2.9 Students/guardians/caregiver must submit a completed school fee funding form and supporting documentation to the EETF coordinator.

2.10 Costs covered by EETF – the following are eligible costs under School Fees:

- a. School Fees
- b. School Bussing Fees/School Bus Pass Fees
- c. Textbook rentals
- d. Home Economics – CTS Project
- e. Industrial Arts – CTS Project
- f. Music – rental fees for musical instruments
- g. Physical education – outdoor education
- h. Art
- i. School Administration Technology fees
- j. Student union fees
- k. Non – Refundable Locker Rental fees
- l. Graduation Fees (See below - Graduation Support)

2.11 Costs not covered by EETF:

- a. School photos
- b. Yearbooks
- c. Running shoes
- d. Lost book charges (Text or library charges)
- e. Lunchroom supervision costs
- f. Graduation rings, graduation pictures, graduation tickets
- g. Transferring– EETF will not be obligated to provide school fee funding for students who change schools during the school year.

Bus Expenses/Passes

2.12 If a student residing off-reserve requires public transit assistance, EETF will reimburse 50% of the monthly cost for the school year.

2.13 Proof of purchase/receipts must be provided.

2.14 Students must show that they have been unsuccessful in accessing other resources/agencies.

Outreach/Correspondence Courses

2.15 EETF will not be obligated to provide school fee funding for students who attend Outreach programs in addition to their attendance at their primary registered school; however, a student/guardian/caregiver is eligible for 50% reimbursement if a student has covered these costs on their own and pass the course(s).

2.16 If an eligible student completes a high-school course during a Spring or Summer session, by correspondence/distance learning with a passing grade, they will receive 50% reimbursement for the costs of that course.

Tutoring

2.17 A Tutorial Log Form and Tutoring Profile Information form must be submitted by a tutor and signed by the guardian/caregiver of the student requiring tutoring.

2.18 A student is eligible for a maximum of 40 hours per school year (including the Summer months)

2.19 The rate scale for tutoring is set at \$25.00 per hour.

2.20 A parent/caregiver is responsible for additional costs exceeding 40 hours or costs that exceed the hourly rate of \$25.00/hour.

2.21 Other tutorial programs such as Sylvan Learning will not be covered; however, the amount of tutorial hours for the year and the tutorial rate available to students under these Policies will be considered.

Field Trips

2.22 Field trips are school guided day trips requiring some assistance with costs. Eligible students must be attending school full-time, in-person and the field trip must occur within the academic year.

2.23 EETF will cover up to a maximum of \$50.00 towards approved school Field. Trips for Field Trip costs only (i.e registration).

2.24 Students/guardians/caregivers are responsible for applying and submitting field trip fees to the EETF coordinator.

2.25 Proof of purchase/receipts must be provided for reimbursement in accordance with 2.23.

2.26 EETF does not cover food or accommodation costs.

2.27 Students must show that they have been unsuccessful in accessing other resources/agencies.

Student Tours

2.28 Student tours are educational/cultural tours led by the school a student attends that require travel and may occur outside of the academic year. Eligible students must be or have attended school full-time and in-person during the academic year for which they are applying.

2.29 EETF will cover up to a maximum of \$500.00 towards the cost of a student tour.

2.30 A student is eligible for Student Tour sponsorship once per academic year.

2.31 Students/guardians/caregivers are responsible for applying and submitting supporting documentation to the EETF coordinator.

Youth Workshops

2.32 Students may be eligible to receive sponsorship for youth workshops that are educational, motivational or relate to the student's developmental needs.

2.33 EETF will assist with costs related to a youth workshop based on one of the following rates:

- a. Registration \$150.00 maximum
- b. Travel \$75.00/day
- c. Meals only \$35.00/day

2.34 A student is eligible for Youth Workshop sponsorship once per academic year.

2.35 Students/guardians/caregivers are responsible for applying and submitting supporting documentation and any follow-up documentation to the EETF coordinator.

High School Credit Incentives

2.36 Eligibility – students who have passed a high school or equivalent course with a grade of 50% or higher are eligible for monetary incentives based on the credit(s) awarded.

2.37 High School course credits awarded outside of Alberta will be paid according to the equivalent course program credit used in the Alberta high-school credit program. The EETF coordinator will determine credit equivalencies.

2.38 High School courses where a credit incentive was already awarded and retaken will not be eligible for compensation.

2.39 In cases of unclaimed high school credits incentives, retroactive payment will be calculated at a maximum of two years and based on availability of funds.

2.40 Special Achievement(s) will be recognized at the EETF Annual Awards Night.

2.41 High School Credit Incentive Rates:

- a. Core Courses (5 credit or equivalent) \$50.00
- b. Elective Credit (3 credit or equivalent) \$25.00
- c. Modules (1 credit) \$10.00

2.42 Students who achieve 80% or higher will receive an additional \$10.00/course.

Graduation Support

2.43 Graduation Fees – graduation fees will be paid directly to the school up to a maximum of \$50.00. Students/guardians/caregivers are responsible to cover the remainder of school graduation expenses that exceed \$50.00.

2.44 High School Graduation Support – EETF will provide \$200.00 to students who are graduating High School to assist with costs to be used at the discretion of the student (including tuxedo rental/dress purchase/tickets).

2.45 Students/guardians/caregivers are responsible to apply and submit supporting documentation to the EETF coordinator.

High School Student Support

2.46 High School Students may apply for one time assistance for EETF funding support that include:

- a. Residence Deposit – not to exceed \$500.00 for high school students attending private institution,
- b. Summer school funding for one course if needed to graduate or fulfill a University entrance requirement.

2.47 Students/guardians/caregivers are responsible to apply and submit supporting documentation to the EETF coordinator.

3. Children and Youth Incentives and Annual Awards Night

Children and Youth Incentives

3.1 Eligibility - The youth incentive program is for children and youth who are enrolled in Kindergarten to Grade 12.

3.2 It is the students/guardians/caregivers responsibility to apply and provide the EETF coordinator with report cards in a timely manner following the end of each academic year or when report cards become available.

3.3 The following scale will be used to determine the incentive award level based on Attendance:

a. Division 1 (Kindergarten – Grade 2)	Attendance of at least 70%
b. Division 2 (Grade 3 – 6)	Attendance 90%
c. Division 3 (Grade 7 – 9)	Attendance 90%
d. Division 4 (Grade 10 – 12)	Attendance 90%

3.4 Children and youth incentives are non-monetary for children and youth who are enrolled in Kindergarten to Grade 6 (Division 1 & 2). A gift card will be issued in the amount of \$50.00.

3.5 Youth incentives for students who qualify under Division 3 & 4 will receive a \$100.00 gift card.

3.6 Children and Youth Incentive awards will be awarded at the EETF Annual Awards Night.

3.7 Special Achievements and General Interest Awards will be recognized at the EETF Annual Awards Night

Awards Night

3.8 The EETF Board will ensure that students are recognized at an annual awards night for their achievements and successes in the pursuit of their education.

3.9 The EETF Board of Trustees has the discretion to:

- a. Ensure the EETF Coordinator provides notice to students/parents/caregivers and the community of an Annual Awards Night Date;
- b. Ensure the EETF Coordinator provides notice and enforce deadlines for submission of documentation necessary to ensuring the appropriate awards are available for Awards Night;
- c. Approve purchases related to supplies/equipment and other expenses as necessary to carry out the Annual Awards Night; and
- d. Hire and enter into contracts with agents/contractors/consultants to ensure a successful awards night including committee fees when considered necessary.

Special Achievements

3.10 Academic Achievement – students in the following grades are eligible who receive an average of 80% or higher in their academic year:

- a. Grade 9 \$75.00
- b. Grade 10 \$100.00
- c. Grade 11 \$200.00
- d. Grade 12 \$300.00

General Interest Awards

3.11 General Interest Award – eligible students are those who have completed or participated in an extracurricular activity that promotes physical, spiritual, intellectual, and mental development:

- a. Summer Camp
- b. Music
- c. Arts
- d. Sciences
- e. Other (as determined by the EETF coordinator and Board of Trustees)

3.12 Eligible students must be between the ages of 4 – 17 years old.

3.13 Students who receive an athletic or academic award are eligible for a General Interest Award.

- 3.14 An eligible student may qualify for a maximum of three General Interest Awards per academic year.
- 3.15 Students/guardians/caregivers are responsible for applying and submitting supporting documentation to the EETF coordinator.
- 3.16 Students shall receive \$35.00 for each General Interest Award approved by the EETF coordinator.

4. Secondary and Post-Secondary Academic Program Completion

- 4.1 Annual Academic Achievement Awards - The Board believes that exceptional achievement in the areas of academic studies should be rewarded.

High School/Secondary Completion Award – Chief Dan Minde Award

- 4.2 **Chief Dan Minde Award** for completion of a Grade 12 Diploma or a Knowledge and Employability Diploma (K&E) - \$1,000.00. Students must complete an application form and provide a physical copy of their diploma to the EETF Coordinator.

- 4.3 GED - \$500.00. Students must complete an application form and provide a physical copy of GED Diploma to the EETF coordinator.

Post-Secondary Completion Award – George Wolfe Memorial Award

- 4.4 George Wolfe Memorial Award will be awarded to post-secondary students who successfully complete a full time program from an accredited institution.

- 4.5 Students are responsible for applying and submitting a copy of their Certificate, Diploma or Degree to the EETF Coordinator.

- 4.6 Students may also submit a letter from the recognized institute confirming graduation status and that all requirements have been met and provide a copy to the EETF Coordinator of their convocation parchment once received.

- 4.7 Only one Post-Secondary Completion Award will be granted per academic year (i.e. one certificate, one diploma etc.)

- 4.8 Students are required to submit additional program information for diploma programs that are completed under a fast track stream i.e. condensed programs from an accredited college or university.

4.9 Awards will be granted under the following:

- a. Certificate/Diploma - 4 to 8 month programs = \$500.00
- b. Diploma - 8 to 20 month programs = \$1500.00
- c. Undergraduate Bachelor's Degrees - 40 month programs= \$2000.00
- d. Professional Degrees (i.e Law and Medicine) = \$3000.00
- e. Masters = \$4000.00
- f. Doctoral Degrees = \$5000.00

Trades Completion Award – Chief Bobtail Award

4.10 Chief Bobtail Award for Apprenticeship Completion - students must submit a copy of transcripts/certificate showing completion of trades program, and submit a copy of Red Seal if applicable.

4.11 Rates for incentive:

- a. Year 4 Journeyman = \$1,000.00
- b. Red Seal = \$2,000.00

Policies Reviewed and Approved at a duly convened regular meeting of the EETF Board of Trustees on November 15, 2023.