

## **16.0 FINANCIAL ADMINISTRATION MANUAL**

### **NACHO NYAK DUN RECREATION FUND POLICY**

Scope: All NND Youth from ages 4 to 18

Purpose: To assist low income families with assistance for recreation events.

To encourage students to participate in school and community recreation events for healthy living.

Policy: All travel requests must include a copy of the sports event program.

Income verification – must be submitted with application. This fund is to be for families that earn \$50,000 or less a year.

The assistance will pay for gas by purchase order up to \$80.00 one way and \$80.00 return, depending on location.

Hotel will be paid at the Standard room rates, plus GST. A purchase order will be forward to the Hotel. It is the responsibility of the parent to make arrangements, depending on location.

Meals for child will be covered at the present NND travel rates.

No incidentals will be given.

Parents can apply for registration cost of the event; provided a receipt is given at the time of application.

If the fund is misused, applicants will not be eligible for any upcoming funding.

If students are reported to have broken the rules while on conferences, workshops or recreational events, upon evaluation a child may or may not be considered for future recreational funding.

A report must be submitted from the parent/coach or chaperone after the event has taken place from the parent.

Accounts receivable will be set up for families that do not attend the approved event.