

FWFN Youth Recreation Program Policy (previously Bingo Balls Program)

Notice of Change: Effective for all applications submitted after March 4, 2026

1. Purpose

The purpose of this program is to provide financial assistance to support children and youth in participating in recreational, educational, and cultural activities. The program encourages healthy lifestyles, skill development, cultural engagement, and social inclusion for registered status members of Fort William First Nation (FWFN), both on and off reserve.

2. Scope

This policy covers all donation requests for recreational, educational, and cultural programs for children and youth. Applications are on a first come first served basis based on funding available from year to year through the Boundary Trust Income or other funding sources that may be identified.

3. Eligibility

To be eligible for assistance under this program:

1. The child or youth must be a registered status member of FWFN.
2. The applicant must be the custodial parent or legal guardian. Payment can be made to a grandparent of the child if approved by the custodial parent or legal guardian.
3. The child or youth must be under 18 years of age (ie: between 0 and 17 years of age) at the time the expense is incurred.

4. Program Support and Limits

- Eligible children and youth may receive up to \$1,000 per fiscal year (April 1 to March 31).
- Multiple activities may be claimed, either individually or combined, up to the maximum annual limit.
- Assistance is limited to registration fees, equipment, and supplies directly related to registered recreational, educational, or cultural activities, including music, art, dance, sports, as well as Little NHL and March Break activities.
- Assistance for travel to registered recreational, educational, or cultural activities that are over 100 Km away from FWFN, can be provided within the annual maximum. Travel costs may include reimbursement for accommodation, meal per diem, or travel including airfare or mileage. Meals will be reimbursed at a rate of \$100 per day for the child (no receipts are necessary).
- Requests for children and youth with Special Needs can be reviewed on an individual basis and approved by the CEO for additional flexibility. A letter requesting special consideration will need to be submitted prior to or with the application form.
- Excluded costs include electronic devices, personal travel unrelated to activity registration, and any items not directly related to the activity.

5. Application and Documentation

- Parents or guardians must complete the official Youth Recreation Program Application Form, available at the FWFN Band office or downloadable from the FWFN website.
- April 15 is the deadline to apply for expenses from the prior fiscal year.
- Multiple activities can be submitted throughout the year, but total assistance per child/youth cannot exceed \$1,000 per fiscal year.
- Completed applications may be submitted in person to the Finance Office or emailed to the accountspayable@fwfn.com.
- All applications must include supporting documentation, such as:
 - Registration forms for the activity
 - Detailed invoices or receipts
 - For handwritten receipts (e.g., minor hockey teams), proof of registration must also be attached
 - Proof of Attendance for travel events (e.g. registration receipt, letter from the organizers, receipt(s) showing event date and location such as from gas station, restaurants)
- If the custodial parent/guardian has already paid for the activity, the original proof of payment must be attached; reimbursement will be issued directly to the parent/guardian.

6. Payment Process

- Payment will be issued directly to the activity provider whenever possible including costs for travel accommodation.
- If reimbursement is required, payment will be made directly to the custodial parent or guardian.
- Applications submitted by 4:00 PM on Mondays will generally be processed and payments issued the following Friday.
- Payments for mileage and meal reimbursement can be requested in advance of travel with receipts needing to be submitted upon return. A letter of request must be received and approved by the CEO to process the advance payment. Unreconciled advances will be charged back to the recipient if not satisfied within 30 days of the travel.

7. CEO Approval for Exceptions

- Any requests or applications falling outside the standard policy criteria must be submitted to the CEO for review and approval.



F O R T W I L L I A M F I R S T N A T I O N

FWFN Youth Recreation Program Application Form

Date: _____

Custodial Parent/Legal Guardian Name: _____

Parent Band #: _____

Contact Tel#: _____

Childs Name: _____

Child Band #: _____

Child DOB: _____

Reason for Application: (what will the money be used for)	Amount Requested (list multiple receipt amounts separately)	Payable to: (Parent/Guardian or Supplier)
Recreation:	\$ \$	
Education:	\$ \$	
Culture:	\$ \$	

Payment method: EFT Mail Out Pick up @Reception

Signature: _____ Date: _____

OFFICE USE ONLY:

Department Approval/Receipts Reviewed: _____ Fiscal Year: _____

Balances Available: _____ Date Approved: _____

Attached:

- Registration forms for the activity
- Detailed invoices or receipts
- For handwritten receipts (e.g., minor hockey teams), proof of registration must also be attached

FWFN reserves the rights to verify all supporting documentation