

School Supply Requests

Fishing Lake Metis Settlement will again be providing donations for school supplies for the 2019-2020 school year to eligible people through the FLMS Education Society.

Guidelines as per Education Society Policy #FLMSESP004/15:

- The member must submit a written request that includes the students name, grade, and school to the Cross-Jurisdictional Liaison Worker
- All requests must include proof of enrollment
- To ensure that school supplies are purchased and used specifically for the intended purpose, the school supply donation will be administered through a purchase order system to Staples Cold Lake or via reimbursement with original receipts.
- Reimbursements will be paid via cheque to be released on Fridays. If request and receipts are submitted after Tuesdays then they will be ready for the next Friday.
- Purchase orders will be ready for next day pick up
- All purchased items must be on the student's school supply list
- The maximum amount per student per school year is \$100.00 (one hundred dollars) for kindergarten to grade 8, and \$150.00 (one hundred and fifty dollars) for grade 9 to grade 12
- Applicants must be a Settlement member not on a leave of absence, unless it is to attend school and residing in the Settlement area 6 months prior to application date

Request forms will be available at Reception.

Drop off completed forms at Reception.

For further information contact 780-943-2202

- Meaghean Lehr ext. 1007 or
- Kayla Fayant ext. 1009

SCHOOL SUPPLY DONATION REQUEST FORM

NAME: _____

NUMBER: _____

| STUDENT NAME: | SCHOOL & GRADE: | AMOUNT |
|---------------|------------------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| | TOTAL AMOUNT REQUESTED | _____ |

METHOD OF DONATION (CIRCLE):

PURCHASE ORDER*

REIMBURSEMENT**

*PURCHASE ORDER TO BE MADE OUT TO STAPLES COLD LAKE

** PLEASE ATTACH ORIGINAL RECEIPTS. CHEQUE TO BE MADE OUT TO THE ABOVE NAMED.

GRADES K-8 = \$100

GRADES 9-12 = \$150

FOR OFFICE USE ONLY:

APPROVAL:

APPROVAL:



Fishing Lake Metis Settlement

Phone: (780) 943-2202 Fax : (780) 943-2575
GENERAL DELIVERY - FISHING LAKE, ALBERTA - T0A 3G0

Fishing Lake Metis Settlement **Education Society Policy** **Policy # FLMSESP004/15**

PURPOSE: This policy establishes guidelines for the Fishing Lake Metis Settlement Education Society. This policy encompasses Educational Assistance, School Lunch Initiative, Educational Trip Assistance, Educational Group Donations, Graduation Gifts and School Supply Assistance. In order to apply and access programs within this Policy the “Resident Member” **must** be current with all Accounts Receivable Accounts with the Fishing Lake Metis Settlement Education Society. This policy is specific to the current fiscal year.

DEFINITIONS:

“**Board of Directors**” means the Fishing Lake Metis Settlement Elected council.

“**Resident Member**” means a physically Residing member of the Fishing Lake Settlement, or on a leave of absence for educational purposes as defined by Part 3, Division 1 of the MSA

“**Child of Member**” defined as a Child (under the age of 18) of a Registered Residing Member of the Fishing Lake Metis Settlement. To access any programs under this Policy, the child **must** reside on Settlement.

“**Educational Assistance**” means a loan for Secondary and Post- Secondary school books/supplies, tuition, for academic studies offered by a Recognized college/ university, when no other funding can be obtained by the member.

“**Individual Educational Trip Assistance**” refers to a loan to attend a “Public School Educational Trip”. This Policy is specifically available to Resident Members of child/children enrolled in Senior High School who will be graduating in the current school year.

“**Educational Group Donations**” refers to a donation to assist on Settlement groups with educational purchases.

“**Post –Secondary**” means a recognized learning institution identified as a college or university.

“Trades” means an apprenticeship course or studies in construction trades industry and completion of the apprenticeship of the trade and receiving certification of the trade.

“Post -Secondary Course” means any course identified that is a minimum 3 months within the learning institution identified as a college or university by any province.

“Certificate or Diploma” means a certificate/ diploma given by the learning institution for successful completion of a program/course.

“Graduation Gifts” means a **one- time only** non-repayable gift made available to Child/ren of Resident Members of the Fishing Lake Metis Settlement, who will receive a diploma for completion of Grade 12. The request must include proof of successful completion. To qualify, students must reside on the Fishing Lake Metis Settlement. **The deadline for requests to access is June 30th of each year.**

“School Lunch Initiative” refers to funds set aside to ensure Residing Children of Members receive lunch daily while attending school.

“School Supply Donation” means a donation (in the form of a purchase order payable to Staples and/or Walmart) to assist with costs directly associated to purchasing school supplies for students attending elementary, Jr. /Sr. High School, Homeschool Programming and Outreach schools. The maximum age requirement must not exceed age 20 as per *Alberta Learning* guidelines.

“School Supplies” means items that are on the yearly school supply list provided by the schools.

EDUCATIONAL ASSISTANCE-REPAYABLE:

The maximum allowable under this Policy for:

- i. Education: approved on a case by case by Board Resolution pending availability of funds through the Education Society.
- ii. Upon Successful Completion/Graduation, 50% of the tuition fee may be considered a Grant from the Education Society.

ELIGIBILITY:

1. To be eligible to receive repayable assistance, a person must:
 - i. Be a Settlement member not on a leave of absence, unless it is to attend school and residing in the Settlement area 6 months prior to application date, and:
 - ii. Must not be in arrears with the Fishing Lake Settlement Education Society for previous assistance granted through this policy or previous policies. The applicant “must” provide proof of good standing for 6 consecutive months preceding date of application.
 - iii. All requests for assistance must be approved by Board Resolution and funds available to provide assistance.

- iv. All requests must provide proof of enrollment from the Institution; all payments for tuition/books will be made payable directly to the Institution.

PROCESS:

Prior to assistance being given;

- i. The member must submit a request for an Education Loan to the FLMS Education & Employment Department.
- ii. The Department will forward the request to the Finance Director for an accounts receivable check,
- iii. The Finance Director will forward any findings back to Education & Employment Department.
- iv. Should the applicant accounts receivable check identify arrears through the Education Society, the request will be denied.
- v. Should the applicants accounts receivable check be clear, the request will be referred to a regularly scheduled Board meeting for Board Resolution
- vi. The Department will fill out a Loan Agreement, obtain required signatures; once obtained, the Request and Loan Agreement with the motion will then be forwarded to Finance Director for loan processing and input to the applicants Accounts Receivable file.
- vii. An Agreement as set out in schedule 1 must be signed by the person applying for the loan, the Society President and/or delegate and Society Secretary prior to the issuance of any cheque.
- viii. The Fishing Lake Education Society Board of Directors reserves the right, based on a case by case scenario, the Applicant may be required to sign a "Return Service Agreement" (Schedule 2)
- ix. **100%** of the loan assistance **MUST BE PAID** to the Education Society within 12 months of completing the program. The Education Society reserves the right to consider waiving 50% (fifty percent) of tuition costs pending successful completion of a program.

GRADUATION GIFT

ELIGIBILITY:

- x. The Graduation Gift is a one-time only reward.
- xi. The applicant must provide written proof that they will be receiving their diploma.

- xii. The Graduation Gift is specifically for a child/children of Members who will be receiving their diploma.
- xiii. The applicant must be a child of a member who resides on the Fishing Lake Metis Settlement
- xiv. Graduation Gift limit of \$1000.00 (one thousand dollars) per graduating student, pending availability of funds.
- xv. The graduation gift will be disbursed upon successful completion of Grade 12, it must be within the current fiscal year, cannot be approved for prior year graduations'.

SCHOOL SUPPLY DONATION:

The School Supply Donation will be administered through a purchase order system to a Staples or Walmart store to ensure that school supplies are purchased and used specifically for the intended purpose.

The maximum amount per student per school year is \$100.00 (one hundred dollars) for kindergarten to grade 8, and \$150.00 (one hundred and fifty dollars) for grade 9 to grade 12.

SCHOOL LUNCH INITIATIVE:

ELIGIBILITY

- i. As per Schedule 2 (attached)

INDIVIDUAL EDUCATIONAL SCHOOL TRIP ASSISTANCE-REPAYABLE:

The Individual Educational School Trip Assistance is a "MATCHED LOAN" "ONE TIME ONLY" initiative available to Members whose "Child" will be graduating within the current fiscal year.

ELIGIBILITY to receive the Educational School Trip Assistance, a student must;

- ii. Be a Residing Member of the Fishing Lake Metis Settlement.
- iii. Be registered at a local Sr. High School or Outreach School.
- iv. approved on a case by case basis by Board Resolution pending availability of funds through the Education Society.
- v. The applicant must provide written documentation from the School Division confirming the trip.
- vi. All requests must be submitted prior to school year end.

EDUCATIONAL GROUP DONATIONS:

Pending availability of funds. This program is designed to assist on Settlement groups with Educational purchases that would enhance program delivery. A written request is required to be submitted to the Board. The request must include all relevant circumstances, i.e unavailability of funds, overall benefit to the program. The request must also have attached, a pertinent quote as to the item.

REPEAL:

The following policies are repealed:

1. FLMS Education Society Policy#FLMSP001/12

COMING INTO EFFECT:

This policy comes into effect upon adoption by the Fishing Lake Metis Settlement Education Society Board of Directors.

June 9, 2015

Date of Adoption

Shirley Ballon

Society President

Shirley Ballon

Society Secretary/Treasurer

**Fishing Lake Metis Settlement
Education Society Policy**

Schedule 1 – Loan Agreement

Education Society Loan Agreement

**FISHING LAKE METIS SETTLEMENT
EDUCATION SOCIETY**
(Hereinafter referred to as the "Society")

AND

(Hereinafter referred to as the "Member")

IN WITNESS WHEREOF the parties hereto agree as follows:

1. **THAT** the Society will lend the member \$ _____, for a term of one (1) year, commencing on the date of signing this agreement and terminating exactly 12 months immediately preceding the commencement date.
2. **THAT** the member will make payments in the amount of \$ _____, commencing on the date of this agreement and terminating when payment is received in full.
3. **THAT** the member hereto consents to automatic deductions of payments from any type of compensation or pay due from Fishing Lake Metis Settlement or entity owned by Fishing Lake Metis Settlement.

Signed, Sealed and Witnessed this _____ day of _____, 20__.

MEMBER

WITNESS

SOCIETY PRESIDENT

SOCIETY SECRETARY/TREASURER

J.F. Dion

Kindergarten Supply List 2019-2020

- 1 pair of Velcro shoes (white soles only)
- 1 change of clothes (to keep in lockers)
- 1 zipper pencil case
- 20 golf pencils (half size)
- 2 erasers
- 12 glue sticks
- 1 pair of scissors
- 1 pkg pencil crayons (12 pre-sharpened)
- 1 pkg washable markers (12)
- 1 pk wax crayons (12)
- 3 ½ and ½ interlined exercise books (green cover)
- 3 duo tangs
- 1 set of headphones (NO earbuds)
- 1 refillable water bottle
- 2 black sharpies
- 2 skinny whiteboard
- 1 box of Ziploc bags (large or medium)



Please label supplies (individual crayons, pencils, glue sticks, etc DO NOT need labels)

Supplies are need on the first day of school

Parents are responsible for supplying school supplies

J. F. Dion
Grade 1-2
Supply List
2019-20

- 1 pair inside shoes (white soles only) NO LACES**
- 1 pencil box**
- 40 pencils**
- 1 pencil sharpener with shaving attachment**
- 10 white erasers**
- 12 glue sticks**
- 1 pair scissors**
- 1 pkg pencil crayons (24 pre-sharpened)**
- 1 pkg washable markers**
- 1 pkg wax crayons (24)**
- 3 ½ and ½ interlined notebooks (top half blank, bottom interlined-green)**
- 2 full page interlined notebooks (blue cover) Gr 1/2 only**
- 5 duo tangs**
- 1 set headphones for computer use (NO earbuds)**
- 1 water bottle**
- 2 black sharpies**
- 1 box ziplock baggies**
- 2 thin whiteboard markers**

Please label all supplies (crayons do not need to be labels individually)

Students need supplies on the first day of school

Parents are responsible for supplying school supplies

J. F. Dion will not provide supplies to students

J. F. Dion
Supply list Grade 3 - 6
2019-20

- 1 wooden ruler
- 50 pencils
- 1 pencil sharpener
- 10 duo tangs
- 10 erasers
- 10 glue sticks
- 2 2" binders
- 20 Hillroy scribblers (40 page) (Gr 3/4)
- 50 Hillroy scribblers (40-80 page) no coils please (Gr 5/6)
- 1 pkg Laurention pencil crayons (24)
- 1 pencil box or case
- 1 pair scissors
- 1 pair headphones for computer use
- 1 USB stick
- 5 blue pens
- 1 pair inside shoes – non marking soles
- 1 change of gym clothes
- 1 box medium ziplock bags

Parents are responsible for school supplies.

Please ensure your student has everything required and be prepared to replenish throughout the school year.

J. F. Dion
Supply list Grade 7/8
2019-20

- 1 wooden ruler
- 50 pencils
- 1 pencil sharpener
- 10 duo tangs
- 10 erasers
- 10 glue sticks
- 2 2" binders
- 20 Hillroy scribblers (40-80 page) no coils please
- 1 pkg Laention pencil crayons (24)
- 1 pencil box or case
- 1 pair scissors
- 1 pair headphones for computer use
- 1 USB stick
- 5 blue pens
- 1 pair inside shoes – non marking soles
- 1 change of gym clothes

Parents are responsible for school supplies.

Please ensure your student has everything required and be prepared to replenish throughout the school year.



CLHS Grade 9 Suggested Supply List

| Core Courses Supplies | Quantity |
|---|-----------------|
| 1.5" binder | 4 |
| Pack of dividers | 4 |
| Pencils | Minimum 24 |
| Pens | Minimum 24 |
| Ruler | 1 |
| Erasers | 3 |
| Loose-leaf paper | 5 packages |
| Graphing paper | 1 package |
| White-out | 1 bottle or pen |
| Highlighters | 4 |
| Pencil Crayons or Markers | 1 set |
| Scientific Calculator (cannot be a graphing calculator) | 1 |
| Flashcards | 1 |

Physical Education

- Pair of running shoes used exclusively for P.E. Should have white soles. Skater shoes are not acceptable.
- Appropriate change of clothes for gym class. (T-shirt, shorts)
- Because classes will occasionally be outside, students should be prepared with warm exercise clothing like hoodies and sweatpants.

**Students will be able to order school clothing in September.

CLHS Website: coldlakehighschool.ca



Gr. 10 - 12 School Supply List

The following is a list of the suggested basic school supplies for Gr. 10 - 12 students. Any special materials or supplies that students require for a specific class will be communicated to your son/daughter by their teacher(s).

| Supplies | Quantity |
|------------------|-----------------------|
| 1.5 inch binders | 4 |
| Loose-leaf paper | 4 - 100 page packages |
| Pencils | 10 |
| Pens | 10 |
| Eraser | 2 |
| White out | 1 bottle |
| Highlighters | 4 |
| Flashcards | 1 package |

Physical Education

- Pair of running shoes used exclusively for P.E. Should have white soles. Skater shoes are not acceptable.
- Appropriate change of clothes for gym class. (T-shirt, shorts)
- Because classes will occasionally be outside, students should be prepared with warm exercise clothing like hoodies and sweatpants.

Calculator for Mathematics

If you are taking Math 10C, 20-1, 20-2, 30-1 or 30-2 you require a Texas Instruments graphing calculator