



MEMORIAL FUND

Background

The Board would like to recognize and extend their sympathies to those employees who have lost a loved one and to the families of students who pass away while enrolled in one of our schools. During this time of sorrow, Northwest School Division would like to make a contribution to an existing scholarship fund, of the family's choice, at a Northwest School Division school.

The following donation will be made in the name of the deceased.

Procedure

1. A one-time contribution of \$50.00 will be made to an **existing** scholarship fund, of the family's choice, at a Northwest School Division school in the following circumstances:
 - a. death of a staff member or a staff member's immediate family.
 - b. death of a student while enrolled in a Northwest School Division school.
2. Immediate family will be defined as spouse (including common law/partner), child (including spouse's child where applicable) and parent of staff member.
3. Memorial contributions, such as flowers, food, etc., will be the responsibility of the local staff funds.
4. The Administrative Procedure 430-1 Memorial Fund Form must be completed by the school, the family or the employee's supervisor.
5. The completed form shall be submitted to Human Resources department.
6. Upon receipt of the completed memorial form, the Human Resources department will send a sympathy card to the family which will refer to the scholarship fund donation that was made in the name of the deceased.

Approved: September 10, 2018