



CALISTA EDUCATION AND CULTURE, INC.

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BURIAL ASSISTANCE PROGRAM POLICY AND PROCEDURES

The Calista Education and Culture, Inc. (CECI) Burial Assistance Program is funded by donations and fundraising through CECI. CECI is an Alaska non-profit corporation, recognized by the IRS as a 501(c)(3) charitable organization and donors are eligible to receive tax deductible status on donations and gifts to CECI. The CECI Burial Assistance Program is subject to the availability of funding.

Purpose

To provide assistance to immediate family members (mother, father, brother, sister, son or daughter) or a spouse making arrangements for the final resting place of a **deceased Calista Corporation voting shareholder or descendant of an original shareholder.**

Policy

The CECI Burial Assistance Program may provide a one-time amount not to exceed \$500 to be used towards funeral home, transportation, or other related funeral expenses, of a **deceased Calista Corporation voting shareholder or descendant of an original shareholder.**

Procedures

1. Applicant must be an immediate family member (mother, father, brother, sister, son or daughter) or a spouse of the **deceased Calista Corporation voting shareholder or descendant of an original shareholder** to be considered eligible to apply for Burial Assistance. If the deceased has no surviving immediate family members or spouse, a letter of confirmation must be provided, and will be reviewed on a case by case basis.
2. Applicant must complete and submit the following within 60 days after the date of death:
 - a) Burial Assistance Application
 - b) Death certificate **or** letter from a medical facility/funeral home with the name of the deceased and date of death
 - c) Invoice from the funeral home if requesting funds be sent directly to the funeral homeAll applications must be signed, dated and complete in order to be processed. Incomplete applications will not be processed and rejected after the 60-day time period. The Burial Assistance Program is based on availability of funds.
3. If the Burial Assistance application is approved by CECI in its sole and absolute discretion, CECI will disperse funds as follows:
 - a) Directly to the funeral home, if the applicant requests the funding up to an amount not to exceed \$500 to be dispersed to the funeral home **and** an invoice from the funeral home is included with the application;
 - b) If the applicant does not list the funeral home, directly to the applicant who requests and is approved for a one-time amount not to exceed \$500 for funeral service expenses, which may include:
 - Transportation costs for the deceased to the final resting place;
 - Transportation costs for immediate family members (mother, father, sister, brother, son, daughter) or spouse to attend funeral services for the deceased; **or**
 - Other expenses related to the funeral service, which may include: food for the funeral service, casket or clothing for the deceased, flower arrangements for the funeral service, clergy fees and final resting place fees.

