This is the protocol for elder requests with the ISC.
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INTRODUCTION

Elder Definition

An elder is someone recognized as such by other elders in the SFU Elders Program and in the broader community. They have knowledge of traditional values and culture.

The elders have connections to the local Aboriginal community and maintain a positive and respectful attitude towards students and the academic environment they are a part of.

Elder Duties

The elders work with students, staff, faculty, and the overall community at SFU. For example:

- Provide grounding and support for students
- Provide mentoring
- Support special events
- Supervise or support culturally-orientated courses and workshops
- Meet with students and visitors
- Be available for interviews and guest lectures
- Provide guidance in traditional cleansing and ceremonial activities

Elder Safety

Program Elders will rarely be alone in their duties at Simon Fraser University. As such, assistance will usually be nearby if an emergency health or safety situation arises. However, the following is recommended:

- That a telephone be readily available where Elders will be working (to call 9-1-1 if necessary).
- That someone be made available to assist the Elder in their regular duties as necessary or requested.
- That a First Aid kit and personnel with First Aid training be available in the ISC

Please note: Due to liability and safety issues, we are currently limiting the number of external (i.e. non-SFU-related) events our elders attend. If you are unsure if your event qualifies, please contact the ISC with your contact and event details, or a filled out Elder Request Form, at iscadmin@sfu.ca.
MEET THE ELDERS

Elder Margaret

Elder Margaret was born in Skawahlook First Nation and was raised in Ruby Creek by her grandparents. She attended school on her reserve and graduated from UBC.

She has been involved with all sorts of events and activities within her own community and schools in Vancouver.

Margaret loves to share her wisdom and introduce her culture to others. She enjoys her life with family, friends, and community.

As one of the Elders in the program, Margaret welcomes all students to share some time with her and hopes to provide guidance for them.

Elder Syexwaliya

Elder Syexwaliya Member of the Skwxwu7mesh Uxwumixw (Squamish Nation). She is a Chesha (Mom) of 1 daughter Josephine Whonnock & Late Son Max Whonnock and (Grandmother) of 3 Grandchildren Kirsten & Jordan Whonnock & Gavin Baker.

As taught by her late grandparents, Syexwaliya supports families and shares cultural teachings and protocols within and outside of her community. Her passion is to see that Squamish culture, language and ceremonies continue to be the cornerstone of the Nation for future generations and the culture carried on by future generations and her snichim (language) to be used, not only by herself, but for all the families and future generations in their daily lives and ceremonies. Let's not let our Culture and Snichim die out!
ELDER REQUESTS

If you are interested in having an elder attend your event, please see the below protocol.

1. Submission Request

Fill out the Elder Request Form (example below) and send to iscadmin@sfu.ca. This form is included at the end of this document and also available for individual download on the site.

- **Important:** If the event is not internal to SFU but has a connection to the University or is being organized in conjunction with an SFU department, please explain this clearly.

Once received, the ISC will confirm receipt of the submission via email, look over the request to ensure the event is appropriate for our elders, and if so, will contact the Elders to check their availability and schedule them for the event.

EX 1 ELDER REQUEST FORM
2. Confirmation

Once an elder has confirmed his or her availability, you will receive an email from us with a confirmation of the booking and the elder’s name.

- **Important**: We never give out the elders’ contact information. We will communicate with the Elder on your behalf, providing your contact information, and if they choose to do so, will contact you directly.
- **Note**: If you’d like a bio of the elder that will be attending your event, you can find these above on page 4.
- **Note**: In the event that we cannot move forward with your request, we recommend you contact the offices of the local Squamish, Musqueam, and Tsleil-Waututh band offices, the Metis Nation office, as well as Vancouver Aboriginal Friendship Centre Society as they often have elders programs as well.
- We will provide a reminder to the Elders 24-48 hours prior to the event.

3. Payment

Elders that are called upon for service or attendance at special events and ceremonies or guest speaker engagements in classes, etc., are compensated accordingly with an honorarium for their participation.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one hour</td>
<td>$100</td>
</tr>
<tr>
<td>More than 1 hour but not exceeding 2 hours</td>
<td>$200</td>
</tr>
<tr>
<td>For each hour after 2 hours to a maximum of 7 hours</td>
<td>$50</td>
</tr>
<tr>
<td>One day (maximum 7 hours)</td>
<td>$500</td>
</tr>
</tbody>
</table>

- **Note**: Additional costs such as travel or parking are to be discussed with the elder. For example, for safety reasons, we ask that the elder’s cab ride is paid for if there is no other way for them to get home and it is late at night.

Please select your payment type:

i. **Cash or Cheque** – It is customary to gift the honorarium to the Elder immediately after their participation has concluded. Therefore, it is easier and preferred to pay the Elders directly with cash or cheque.

- **Fill out the new Payment Confirmation Form** (example next page) and get the Elder’s signature as confirmation of them receiving the payment. This form is included at the end of this document and also available for individual download on the site.
Email or intercampus mail the signed form to the Indigenous Student Centre (a copy is fine) within a week of your event.

If paying by cheque, we also request that you scan and send a copy of the cheque along with the Payment Confirmation Form.
4. **Post-Event**

- If the Elder is invited to open an event, it is polite to ask them if they would like to stay for the duration of the event, as an observer and potential participant.
- We have a new **Feedback Form** (example below), that, particularly in light of our recent policy and procedural updates, we would appreciate you filling out to provide any feedback or comments on the Elders Program. This form is included at the end of this document and also available for individual download on the site.

EX 4 FEEDBACK FORM

If you have any questions or concerns, please don’t hesitate to contact us.

Thank you for supporting the Indigenous Student Centre’s Elder’s Program!
## Elder Request Form

**For office use only**

<table>
<thead>
<tr>
<th>Confirmed:</th>
<th>☐ Y / ☐ N</th>
<th>Confirmed by:</th>
</tr>
</thead>
</table>

### Event Information

- **Event Name:**
- **Start time:**
- **End time:**
- **Event location:**
- **Description/Purpose of Event:**
- **Estimated audience #**
  - ☐ Students
  - ☐ Public
  - ☐ SFU Community

### Information for Elder

- **Requested arrival time:**
- **Expected duration:**
- **Meeting location (specific):**
- **Contact who will meet Elder:**
- **Email:**
- **Phone:**
- **What does Elder need to do?**
- **Who provides parking & what is the procedure?**
- **Notes (ex. lunch provided after)**

### Requestor Contact

- **Name:**
- **Department & Organization:**
- **Email:**
- **Phone:**

### Honorarium

- **Payment Method:**
  - ☐ Cash
  - ☐ Cheque
- **Travel Payment:**
  - ☐ Y / ☐ N

**PLEASE NOTE:** For confidentiality purposes, the ISC **will not** provide Social Insurance Numbers for the elders.
Payment Confirmation Form

Elder: | Date:  
---|---

Payment

Includes:  
☐ Honorarium  ☐ Travel  ☐ Parking  ☐ Other

Method:  
☐ Cash  ☐ Cheque # __________  *Please attach scan of cheque

Contact Information

Payer:  
Dept. | Org.:  
---|---

Email: | Phone:  
---|---

I hereby acknowledge receipt of payment by ___________________________ in the amount of $__________ for providing services as part of the Elders Program with the Indigenous Student Centre at Simon Fraser University.

Signed____________________________

Elder

Witness _____________________________

Payee

SIMON FRASER UNIVERSITY
Feedback Form

**Elder:**

Why did you decide to have an Elder participate in your event?

________________________________________________________________________

________________________________________________________________________

How was your experience with the Elder? Is there any feedback you’d like to provide?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How was your experience with the elders program and the booking process? Is there any feedback you’d like to provide?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Do you have any further comments you’d like to add?

________________________________________________________________________

________________________________________________________________________

**Requestor Contact**

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Department &amp; Organization:</td>
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<td>Email:</td>
<td>Phone:</td>
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