

Pursuit of a Lifetime Guidelines

1 Minimum qualifications:

- Current resident of a BSF continuing care site (Tudor Manor, Bow View Manor, Clifton House, Wentworth Manor, Cambridge Manor).
- Difficult to fulfill on their own.
- Have not previously had a wish granted from Pursuit of a Lifetime.
- Physician approval, if required.

2 Types of wishes that will NOT be granted:

- Financial assistance – ex. Cash payment of bills, rent, taxes, etc.
- Housing assistance – ex. Modifications, assistance moving, locating housing, etc.
- Medical care, services, or products – ex. Prescriptions, procedures, etc.
- Legal or employment services.
- Local transportation requests.
- Vehicle – ex. Purchase, repair, modification.
- Illegal, dangerous, or potentially harmful wishes.
- Wishes on behalf of others who do not meet the minimum qualifications.
- Wishes that provide monetary or tangible benefit to BSF employees or volunteers.
- Wishes that extend beyond the life of the recipient – ex. Funeral arrangements, etc.
- Continuous wishes – ex. Season tickets, subscription services, etc.
- Any activities that conflict with BSF operational policies or site restrictions.

3 Description of the application process:

- Nominator or applicant fills out and submits our Pursuit of a Lifetime Application. Family or staff can apply on behalf of a resident, or a resident can apply themselves. Applications can be completed online (<https://thebsf.ca/seniors-care/pursuit-of-a-lifetime.html>) or a hard copy can be obtained from and returned to reception. Applications can be submitted anytime throughout the year.
- The Pursuit of a Lifetime Committee will evaluate the wish to ensure it meets criteria.
 - A committee member will contact the applicant/nominator if it does not meet the criteria or is not feasible, and there will be an opportunity to modify the wish.
 - If the wish meets our criteria, a committee member will contact the applicant/nominator to learn more about the wish.
 - All applicants will be notified of their outcome.
 - If the wish is approved, a committee member will begin the planning process.
- Please note the following:
 - Applications will be reviewed once a month from May to September, or until funds for the program are depleted – whichever comes first. The deadline for submission for the current year is September 30th, and applications received after this date will not be reviewed until the following May.
 - The Pursuit of a Lifetime program has a defined annual budget, and there is the possibility that this program will be oversubscribed each year. Applications will be

reviewed and granted on a first come, first serve basis, while still adhering to the guidelines.

- If your wish involves travel and/or is seasonal, it may take up to a year to fulfil.
- We do not grant "surprise" wishes, where the wish recipient is unaware that the wish will be happening.
- For wishes that involve risk and liability, residents and/or family/participants must sign a release form before taking part in the activity.
- For several reasons, we cannot guarantee that every qualified wish will be granted; however, we will work with the resident and family to try and grant an alternate wish that may be more feasible and appropriate. The Pursuit of a Lifetime Committee has sole discretion in the decision to grant or deny a specific wish from an applicant.

4 Spending limit per wish:

- A maximum allocation of \$5,000 per wish is permitted for tangible items, single day experiences, and travel. Please note that the maximum allocation does not mean that this amount will be given to every wish recipient. Funds will be dispersed based on the types of wishes received.
- For travel, wish recipients are allowed one (1) companion to join and qualify for the maximum total spending of \$5,000. Additional guests will have to pay for themselves, regardless of total cost. This is to ensure that the Pursuit of a Lifetime budget remains dedicated to residents.
 - Please note that immediate family members or legal agents qualify as the included companion. If the chosen guest is not a family member or legal agent, this will be reviewed on a case-by-case basis.
- Please note the following:
 - If the cost of a wish exceeds the maximum spending limit, BSF may still assist with organizing the wish, but it is the responsibility of the resident and family/participants to cover expenses exceeding the allocated amount.
 - While a maximum allocation is stated, less expensive wishes are still encouraged. The more wishes we receive that ask for the full spending amount, the fewer number of wishes we will be able to grant.
 - BSF does not have a set number of wishes that we grant per year, but instead a budget that is spread across submitted wishes.

5 Who pays for the wish?

- BSF covers all reasonable costs associated with the fulfillment of the wish. Please refer to Section 2 for types of wishes that will not be covered.

6 How are travel expenses handled?

- BSF will attempt to directly cover as many expenses as possible, however, we may or may not be able to pay directly for all bookings and upfront costs such as flights and accommodations. We understand that the nature of the wishes is difficult to fulfil by

residents and families on their own and will do our best to make the fulfillment process as stress-free and easy as possible for the recipients. However, if BSF is unable to pay any costs directly, then the wish recipient and/or participants must make the payment and will be reimbursed for agreed upon expenses. Proof of receipts are mandatory to be reimbursed.

7 Who can come with me on my wish? What if I need a caregiver?

- This depends on the type of wish:
 - If the wish involves overnight travel, BSF will cover expenses for the wish recipient and one (1) companion. Please refer to family vs non-family guidelines above. Additional guests may travel with the wish recipient, but they are responsible for covering all their own expenses.
 - If your wish is a single day outing or experience, BSF will look into making reasonable arrangements for multiple guests to accompany the wish recipient. Please refer to Section 4 for the spending limit per wish. Requests for multiple companions or family members are dealt with on a case-by-case basis.
 - If a caregiver is needed, BSF will work with the recipient and their family to determine the proper party to provide care. BSF will try to provide the best possible solution for all parties involved. Please note: If a paid caregiver is needed, this will qualify as the one companion who wish recipients are permitted to bring, and additional family members or participants must pay for their own expenses. Furthermore, the paid caregiver cannot be a BSF staff member and will be outsourced through a local companion care service.

8 What is expected of me?

- To understand that Pursuit of a Lifetime is only possible because of generous donors and community support. It is through their true spirit of giving that this program can flourish.
- To treat the Pursuit of a Lifetime Committee with respect. Harassment from wish recipients and family will not be tolerated and is grounds for dismissal of application.
- To maintain open and ongoing communication throughout the wish granting process. If the Committee cannot contact the wish recipient, family, and/or anyone involved in granting the wish, then we will not be able to proceed with wish fulfillment.
- To understand and agree to our liability document/release form. Please note: Wish recipients and their families must accept personal responsibility for taking part in any activity related to fulfilling the wish. The Brenda Strafford Foundation will not be liable for any unfortunate events that may happen during or as a result of the wish.
- To complete a satisfaction survey after the wish has been granted.
- With consent, to provide an interview and/or photos for internal and external communications and media purposes (optional).
- To understand that not all wishes can be granted, and that each situation will be reviewed on a case-by-case basis.
- To purchase travel insurance (if applicable).