

 <p>Cree School Board Commission scolaire crie</p>	<h2>Operational Policy on Donations and Contributions</h2>	
	<p>Department responsible: General Administration Effective date: June 3, 2009 (Resolution No: 2009-024) Amended: September 11, 2013 Approved by: Director General</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ Council Policy Manual: Mega-End, GP-11 ▪ <i>Code of Ethics (ADM-13)</i>
	<p><u>Other Policies</u></p>	

1) Purposes

Purpose 1.1 This Policy is intended to establish rules applicable when the Cree School Board wishes to provide funding for events or activities that are not necessarily organized by the Board or under its jurisdiction but which are educational oriented.

Application 1.2. This Policy only applies to requests for donations and contributions submitted to the Director General. Any other requests for funding are not governed by the present Policy.

2) Eligibility and Conditions

Eligible events 2.1. The donations and contributions budget is used for events or activities such as:

- a) cultural events;
- b) promotion of Cree culture and health, social, or First Nation issues;
- c) student exchanges;
- d) student field trips;
- e) school recreational activities;
- f) or any other activities that would not otherwise be funded by another Program (PSSS, Student Services, CRA, etc.) and that will support/assist the academic learning of a Cree beneficiary student.

Eligible applicant(s) 2.2. The following individuals or organizations may apply for funding:

- a) Cree School Board's students;
- b) Cree beneficiaries studying outside the School Board;
- c) individuals who are role models for the students;
- d) non-profit organizations (youth committees, etc.).

Priority and 2.3. The Board will give priority to projects beneficial to groups rather than

[assessment](#) single individuals and to those presented at least 30 days before the event or activities. The assessment will take into consideration the situation of the applicant, such as the financial needs, as well as the long term impact of the project, etc.

[Request/ conditions](#) **2.4.** A written request including the following information must be sent to the Director General prior to the event (see **Annex A** / Request form):

- a) a concise description of the project;
- b) a budget;
- c) a timeline for completion of the project;
- d) name of the person(s) responsible for the project.

[Funding/ graduation](#) **2.5.** For graduation ceremonies, the Board may provide upon request, funding up to a maximum of \$2,000 to each school or Centre.

[Excluded expenses](#) **2.6.** The Board will not provide funding to cover expenses such as cash prizes and remuneration.

[Report](#) **2.7.** Each individual or organization receiving funding over \$2,000 under the provisions of this policy must submit a written report (including financial report) to the Director General within 30 days following the activity or event funded.

Failure to provide the report may prevent any future request to be granted and a refund may be requested for the amount granted.

3) Application of this Policy

[Previous provisions](#) **3.1.** The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#) **3.2.** The official version of this Policy is kept by the Secretary-General of the School Board.

[Responsibility](#) **3.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director General is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A



Request for funding to the Cree School Board

*(must be submitted to the Director General
at least 30 days prior to the activity)*

Name of the applicant:	
Telephone:	E-mail:
Description of the activity:	
Budget (description of the main expenses and sources of funding associated to the project)	
Describe how the requested funding will be used:	
Amount of funding requested:	
I declare that the above information is true. If I receive funding for more than \$2000, I will submit a report within 30 days following the event or activity.	
Signature (applicant): _____	Date: _____

To be completed by the office of the Director General	
<input type="checkbox"/> Funding for the event/activity is approved for an amount of \$_____.	
<input type="checkbox"/> Funding for the event/activity is not approved.	
Comments:	
Signature _____	Date: _____