



POLICY and PROCEDURES

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No. 308 Contributions to External Organizations or Groups	May 10, 2010	March 5, 2013	Page 1 of 1

It is the policy of the Tri-County Regional School Board to consider limited requests for contributions from external organizations or groups. When deciding whether to provide such funds, the Board members will give due consideration to;

1. The responsibility it has with regard to the funds it has been provided by the federal, provincial and municipal governments.
2. Whether the intended use of the funds support the mission and goals of the TCRSB.

PROCEDURE under Policy No. 308

1. During the annual budget approval process the Board may decide to budget an amount for contributions to external organizations.
2. The annual budgeted amount shall not exceed \$3,000.00.
3. The amount budgeted will be recorded in the Board Governance section of the budget.
4. It shall be the responsibility of the Chair, Vice Chair and Superintendent to review and make decisions on each request. The requesting organization shall be informed of the decision in writing by the Chair. The Board shall be informed of those amounts approved.
5. The Chair, Vice Chair and Superintendent shall not approve amounts beyond the amount budgeted for that fiscal year.
6. Any request for a contribution of funds by an external organization or group must; be addressed to the Chairperson, be in writing, and signed by an authorized officer of the organization or group. It must also clearly state how and when these funds will be used.
7. Requests shall be approved only if there is a clear and direct relationship between the external organizations proposed use of these funds and the mission and goals of the Board.
8. The definition of “external organizations or groups” for the purposes of this policy does not include; federal, provincial or municipal government entities, ANSEA, NSSBA, other Nova Scotian school boards, or organizations TCRSB partners with when facilitating the direct participation of TCRSB students in school based educational experiences.