

ADMINISTRATIVE PROCEDURE 307	
SECTION: STUDENTS	
Adopted/Original Date of Issue	June 2023
<input type="checkbox"/> Last Reviewed <input type="checkbox"/> Revised	
Next Review Date	2028
Contact	Executive Officer of Public Affairs

## STUDENT SUPPORT FUND

### BACKGROUND

The Renfrew County District School Board’s (RCDSB or District) Student Support Fund (SSF) aims to help reduce barriers to education for students that would be left out of enriching educational experiences because of financial constraints. Students may be supported in order to allow for participation in extracurricular clubs and teams, co-operative education programs and class field trips. Additionally, this fund will assist with family emergencies, food, clothing and other basic needs.

The SSF relies on fundraising efforts to provide financial assistance to students and families. The Executive Officer of Public Affairs, together with appropriate RCDSB staff will coordinate fundraising efforts and campaigns within the District and wider community as deemed necessary. RCDSB staff are given the opportunity to donate monthly to the fund directly from their pay.

The Executive Officer of Public Affairs, the Manager of Finance and administrative staff responsible for maintaining the SSF, rely on the excellent judgement of teachers, principals and school support staff to identify needs in a non-judgemental manner, submit an application per the guidelines, and keep names confidential for an anonymous process.

### PROCEDURE

- 1.1 The RCDSB is a registered charitable organization. The SSF has been established as a charitable fund under the umbrella of the RCDSB.
- 1.2 All activities of the SSF must be compatible with the mission, goals and values of the RCDSB.
- 1.3 The Executive Officer of Public Affairs will consult with staff that have responsibility for SSF, Executive Council, Communication staff and the Director of Education on the implementation of new initiatives and fundraising.
- 1.4 Applications for support are anonymous and kept confidential.
- 1.5 If covered by other assistance programs, those programs must be accessed first.
- 1.6 To access the SSF for individual students to participate in educational excursions, all other sources of funding must be exhausted and schools must demonstrate that efforts have been made to offset the expense to students and their families, such as fundraisers.
- 1.7 If the student is enrolled in the Cooperative Education program and has certain requirements

for their placement, available school and central budgets intended for this purpose should be exhausted.

- 1.8 The SSF does not provide financial assistance for gift cards, medication (the exception being lice treatment), items to be used by other members of the family or pets, small appliances (i.e., blenders), gas reimbursement to parents or where other funding streams are readily accessible.
- 1.9 Any principal, teacher or professional support services staff member can apply for assistance from the SSF. All applications must be approved by the school's Principal or designated by the Principal either "in Principal's absence" or designated ongoing authority by the Principal. If a Principal chooses to delegate signing authority, it must be done in writing and submitted to [studentsupportfund@rcdsb.on.ca](mailto:studentsupportfund@rcdsb.on.ca)
- 1.10 In urgent situations, the applying principal/staff should notify the [studentsupportfund@rcdsb.on.ca](mailto:studentsupportfund@rcdsb.on.ca) of the urgency.
- 1.11 The SSF shall maintain transparency and accountability in financial reporting and present an annual financial report to the Board at fiscal year-end.

**Procedure History**

Approved:	June 2023
Reviewed:	
Revised:	