



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## SYSTEM MEMO

**2007/08: #73**

**DATE:** January 24, 2008  
**TO:** All staff  
**FROM:** Directors Office  
**RE:** **The Student Emergency Fund and the Project Enhancement Fund**

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### **Background**

As the charitable organization of the Hastings and Prince Edward District School Board, The Learning Foundation is committed to providing enhanced opportunities that will enable all students to achieve academic success.

During the 2006/07 school year, The Learning Foundation managed the Kirk Businesses: Catering, the Café, Sewing and Lam/Print. At the end of the fiscal year, and after reinvestment in the businesses, there was a net profit of \$23,466.75.

### **Current situation**

The Directors of The Learning Foundation approved at their December 19<sup>th</sup> meeting, the creation of a **Student Emergency Fund** and a **Project Enhancement Fund** as the means by which the Kirk Business profits would be reinvested to support H.P.E.D.S.B students.

The objective of the **Student Emergency Fund** is to provide immediate assistance to students and perhaps their families by providing financial aid and/or gift in kind support. This funding could be used to purchase items such as eyeglasses, EpiPens, medical supplies, food and clothing, transportation, field trip subsidies and for other financial needs that result from family crises (fire, flood, layoffs, illness, etc).

The purpose of the **Project Enhancement Fund** is to encourage school staffs to submit an application for funding of projects that provide innovative, unique and exciting enhancements to curriculum requirements. Projects must:

- 1) Enhance educational opportunities for students
- 2) Support an initiative in Healthy Active Living, the Arts or Innovative Practices
- 3) Have a signature indicating review by a Principal and Superintendent
- 4) Indicate a specific purpose and period of time for the project
- 5) Lend itself to the completion of a project summary and to being publicly promoted.

The Student Emergency Fund will be funded annually with seventy percent of the previous year's Kirk Businesses net profit and the Project Enhancement Fund will represent the remaining thirty percent.



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For the 2007/08 school year, \$17,600.00 will be available for disbursement through the Student Emergency Fund and \$5,866.75 will be available through the Project Enhancement Fund.

## **Action required**

At this time applications, which can be found on the main page of The Learning Foundation website, [www.learningfoundation.hpedsb.on.ca](http://www.learningfoundation.hpedsb.on.ca), will be accepted for the Student Emergency Fund.

The procedure to access Student Emergency Funds is as follows:

- a. The Principal shall apply for funding by contacting the Executive Director and/or the Fundraising Assistant of The Foundation by fax or email, and forwarding a Student Emergency Fund Request Form. The maximum amount for each request is \$250 for a single child and \$500 for families of two or more children. Requests for more than \$500 will be considered in extenuating circumstances.
- b. In recognition of the urgent nature of these funding requests, the time between receipt of the request and approval notification will be 24 to 48 hours.
- c. A Student Emergency Fund Expense Form must be completed, including original receipts for services/items outlined and forwarded to The Learning Foundation Offices once the funds have been utilized. The reimbursement cheque, payable to the school, will be issued and delivered via board courier. It is important that receipts for expenses are provided to The Foundation offices for audit purposes.
- d. There is no limit to the number of requests that can be made annually by each school nor is there a limit to the number of requests that can be made on behalf of a particular student and/or family.
- e. All other sources of funding must be exhausted before applying for emergency funding from The Learning Foundation.
- f. The Foundation will issue such funds as long as funds are available.

The application process to access Project Enhancement Funds is currently being developed and will be finalized and communicated to the system in the spring.

It is the intention of the Directors of The Learning Foundation to raise additional money in subsequent years through fundraising activities, for both the Student Emergency Fund and the Project Enhancement Fund.

## **Contacts**

- **Maribeth deSnoo, Executive Director, extension 2205, [mdesnoo@hpedsb.on.ca](mailto:mdesnoo@hpedsb.on.ca)**
- **Kim Hutchinson, Fundraising Assistant, extension 2120, [khutchinson@hpedsb.on.ca](mailto:khutchinson@hpedsb.on.ca)**