



Rolling River School Division

ADMINISTRATIVE PROCEDURE

DFA – ROLLING RIVER EDUCATION FUND

The Board of Trustees supports the efforts of individuals, groups, and small corporate business to make donations to the School Division that enhance educational opportunities for schools and students. As such, the Board endorses a charitable donation fund called the *Rolling River Education Fund* to receive and distribute donations as recommended by the Rolling River School Division Education Fund Committee.

Purpose of the Rolling River Education Fund

To provide opportunities to:

- Advance education through scholarships and financial support for projects and activities in public education;
- Receive donations and provide a mechanism by which the Division may issue tax deductible and non-tax-deductible receipts for charitable donations that support general or specific projects or purposes as identified by the donor;
- Consider and fund special projects or purposes as requested by a Division department, school, staff member or student.

Contributions to the Rolling River Education Fund

Contributions to the Fund may be made:

- By bequest, insurance beneficiary, in memoriam, or in recognition of an individual, a group, a business or corporation;
- For general or specific purposes. *(All contributions are subject to Education Fund Committee approval and may not be designated to a particular student).*

The Education Fund may accept in-kind as charitable contributions, which are donations of property other than cash or marketable securities. Examples could include real estate, artwork, books, equipment and furnishings. An individual who is contemplating an in-kind gift must provide a qualified appraisal by an individual acceptable to the Division in order to receive a receipt for income tax purposes.

Rolling River Education Fund Committee

A Committee comprised of the following will meet as needed to review the Rolling River Education Fund:

- One Trustee;
- One representative of the Rolling River Educational Administration Leadership team;
- The Superintendent;
- The Secretary-Treasurer.

The Committee may, by majority vote, include other non-voting members from time-to-time to assist in considering requests.

If the Committee does not meet during any given school year, the Secretary-Treasurer will report a summary of the Education Fund activities to the Board before October 31 of the following school year.

Responsibility of the Rolling River Education Fund Committee

- To promote and encourage contributions to the Rolling River Education Fund;
- To review and allocate donations that are received and have not been designated by the donor. The Rolling River Education Fund Committee may decline any donation that it considers to be inconsistent with the principles of public education, the needs of public schools, students, or the fund priorities;
- To review the allocations of funding for projects and activities as requested by a Division department, school, staff or student or as specified by a donor;
- To recommend administrative changes for the fund to the Board of Trustees.

Rolling River Education Fund Project Priorities

In approving requests or receiving donations that are not designated, the Rolling River Education Fund Committee will prioritize use of the funds for:

- Bursaries or scholarships for Division-wide allocation or for individual schools;
- Special non-recurring projects not normally provided for or available through the Division's operational budget;
- Equipment or construction that supports educational programming.

All donations and interest earned will be used to fund approved projects or purchases. Administrative costs associated with the fund will be covered by the regular Division Operations fund.

Rolling River Education Fund Donors

Rolling Rivers Education Fund Donors are responsible for:

- All financial and legal matters;
- Providing a statement of value for in-kind contributions.

Date of Adopted: December 1, 2005

Date Revised: September 8, 2010

Date Revised: May 6, 2015

Date Reaffirmed: October 30, 2019