

## Administrative Procedure 505

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### 505 – REQUESTS FOR FINANCIAL ASSISTANCE

#### Background

The Division recognizes that schools occasionally have the opportunity [and desire] to participate in seminars, conferences, courses, programs etc. that may benefit the health, safety and welfare of students that fall outside the normal budget allocations of the school. In such cases schools may make request to the Superintendent for financial assistance to enable student participation in these programs.

#### Procedures

1. A Financial Assistance Fund of \$3000.00 will be established as a budget line in the annual Central Office Administrative Budget.
2. \$1,500.00 will be allocated for each of the two semesters of the school year. Funds remaining at the end of the first semester may be allocated in the second semester.
3. The Superintendent will only accept [and consider] requests for financial assistance that have the support of the school administration.
4. The deadlines for submission of Requests for Financial Assistance are September 30 (semester one) and February 1 (semester 2).
5. Requests for financial assistance will be considered for programs that address issues of drug and alcohol awareness, safe and caring schools, bullying and harassment, student leadership and other such programs that are deemed appropriate by the school administration and are seen to benefit the students of WRSD.
6. Requests for Financial Assistance must include:
  - Rationale
  - Name of Lead Teacher
  - Name and grade of participating students
  - List of supervisors
  - Benefit to students
  - Benefit to school
  - Benefit to school division
  - Follow-up that may result from attendance and implementation plans (i.e. goals/actions, presentations etc.)
  - Detailed expense projection
7. The Superintendent will inform the Board of approved requests.

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