

## **Administrative Procedure 501**

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### **EDUCATION PLUS FUND**

#### **Belief**

The Division recognizes that financially needy students may not be able to participate in extra/co-curricular school activities; therefore, an Education Plus Fund has been established to accept donations that will be used to help alleviate some of these situations.

#### **Guidelines**

1. The Education Plus Fund must be used only for those students who, for financial reasons, would be otherwise unable to participate in extra-curricular/co-curricular activities.
2. All revenues made payable to the Education Plus Fund will be by voluntary donation and a charitable donation receipt may be issued to donors.
3. Requests for funds must be approved by the principal and then submitted to the Division Office on Form 501-1.
4. The Associate Superintendent: Business or designate will approve requests for funds.
5. Payments will be provided from the fund on a first application received, first approved basis. Where multiple requests are received at the same time and such requests exceed the total fund balance, payments shall be prorated.

Reference: Section 60, 61, School Act