

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

Section	SCHOOLS AND STUDENTS	
Policy Name	SCHOLARSHIP AND TRUST FUNDS <i>Management Guideline Applies</i>	522
Board Approved: November 20, 2012 December 4, 2007	Reviewed: November 6, 2012	Review By: December 2017

### **POLICY**

The Superior-Greenstone District School Board endorses the granting of scholarships, bursaries and awards in order to encourage excellence in school performance and the pursuit of further education.

This policy does not cover scholarships, bursaries and awards that are controlled by the donor.

### **PROCEDURES**

When receiving monies under this policy, there are several procedures that shall be followed:

- 1.0 All-dDonations made in writing with stipulations must be approved by the Superintendent of Business and Treasurer before they are accepted.
- 2.0 The Superintendent of Business, or designate, shall establish separate trust fund accounts for donations exceeding \$5,000 that are not expected to be fully disbursed within two years of the donation date. The annual receipts, disbursements, and closing balances of these trust funds shall be reported in the Board's annual financial statements until the funds are fully disbursed.
- 2.0 Separate trust fund accounts shall be established by the Superintendent of Business or designate for donations greater than \$5,000 that will not be fully disbursed for a period of greater than 2 years from the date of donation. The annual receipts, disbursements and closing balance of such trust funds shall be reported in the Board's annual financial statements until the funds are fully disbursed.
- 3.0 All-dDonations of cash received under \$5,000 received at-by the-a school level shall be awarded in a fair and equitable manner, subject to item 4 below.
- 4.0 Each principal, in consultation with school staff, shall establish procedures for awarding scholarships, bursaries and awards.
- 5.0 Where a trust has been established with written stipulations, those stipulations shall be adhered to and are outlined in the Management Guideline of this policy.

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