

# AP561 – LCSD Outreach Fund Guidelines

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## Background

The Division developed the LCSD Outreach Fund to help each school attend to the necessities of daily living for students in need.

The principal or designated personnel can request to purchase specific items needed such as personal hygiene, clothing, footwear, or other necessities of daily living that are clearly identified.

All LCSD Outreach Funds will be approved and administered through the Community Development Coordinator, in consultation with Superintendent of Administration.

All donations made to the LCSD Outreach Fund will support LCSD students and families needing immediate support.

Tax receipts can be requested for donations made to this fund. Donations will be accepted from all LCSD school charity fundraisers, local businesses and service groups.

LCSD Outreach is solely based on donations made to this fund.

## Procedures for Accessing the LCSD Outreach Fund

There are five provisos school administrators must keep in mind:

- 1) Items to be purchased should be those that are not **immediately available** from Government funded sources (i.e.: families on assistance are provided funds to purchase school supplies).
- 2) The LCSD Outreach Fund will have limited funds based on donations. Items must be requested on a request form prior to purchasing for approval.
- 3) All purchased items must be recorded with receipts. LCSD administration does not need to know which child received something from the LCSD Outreach Fund, but we must know what was purchased.
- 4) All purchased items must be necessities for daily living. This fund cannot be accessed to cover costs of school field trips, school fees, school supplies, toys, etc.
- 5) If there are any needs that arise outside of these guidelines and your school is not sure if it can be covered, please contact Community Development Coordinator.