

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 561 – LCSD Outreach Fund Guidelines	
Related LCSD AP's	AP 522 – Charitable Donations	
Form(s)	F 561.1 – Outreach Requests/Reporting	
References:	The Education Act, 1995 sections 85, 87, 175	
Received by the Board: August, 2020		Update: August, 2020

Background

Our goal is to connect families to sustaining support in the community, especially those agencies where their mandate is to support families.

The Division developed the LCSD Outreach Fund to assist each school to attend to the necessities of daily living for students and families needing immediate support, when accessing community could take some time. LCSD Outreach is solely funded by local donations made to this fund.

Tax receipts will be provided as per AP522 Charitable Donations to Schools. Donations will be accepted from all LCSD school charity fundraisers, local businesses and service groups.

Procedures for Accessing the LCSD Outreach Fund

1. All funds/gift cards schools receive either through fundraising or donations for Outreach students or families must be deposited/submitted and accounted for through the LCSD Outreach Fund.
2. All use of cash for purchases are prohibited.
3. The principal, or designated personnel, can request financial assistance from the LCSD Outreach Fund to purchase specific items needed (personal hygiene, clothing, footwear, or other necessities of daily living) that are clearly identified and approved by the Community Education Coordinator prior to purchase.

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).

- 3.1. The LCSD Outreach Fund will have limited funds based on donations. Items must be approved prior to purchasing on Form 561-1.
- 3.2. Upon purchases, all receipts must be submitted to Community Education Coordinator for approval. LCSD administration must know who made the purchases and items purchased.
- 3.3. All purchased items must be necessities for daily living. This fund cannot be accessed to cover costs of school field trips, school fees, toys, gifts, etc.

- 3.4. If there are any needs that arise that are urgent in nature or outside of these guidelines and your school is not sure if it can be covered, contact Community Education Coordinator, and if not available the Chief Financial Officer for approval.

4. Role of Community Education Coordinator

- 4.1. All LCSD Outreach Funds will be approved and administered through the Community Education Coordinator, in consultation with Chief Financial Officer.
- 4.2. To support schools/liaisons to identify community support needed, and to facilitate the communication between schools and community organizations.
- 4.3. Act as a resource for schools to support families in need.

5. LCSD Christmas Hamper Identification Process

- 5.1. Liaisons/school designates will encourage families to access community organizations for support.
- 5.2. Families identified by liaisons/school designates shall be created by early November to be submitted to Community Education Coordinator by November 15.
- 5.3. LCSD Community Education Coordinator and Liaisons will meet with community organizations to condense lists to ensure no overlapping.
- 5.4. Coordination of hampers, when available will be through community organizations, as per generic hamper list, with the support of LCSD liaisons, staff, students, and volunteers in one central location.
- 5.5. The Community Education Coordinator will coordinate with schools the distribution of Christmas hampers to occur the last two weeks of school in December.
- 5.6. For food hampers outside of Christmas season, contact Community Education Coordinator for information and use of Form 561-1.

6. Collection of funds for LCSD Outreach Fund

- 6.1. Cash/Gift Cards:
Schools collecting money at Christmas (or any time) for families and students in need may give donations to LCSD Outreach Funds (LRCSSD# 89) or organization of choice if clearly stated before collecting.
- 6.2. Perishable Gifts in Kind:
Schools may wish to collect voluntary donation items as per generic hamper list. Additional items shall be donated to community organizations. All perishable gifts distributed to families, students or organizations should be reviewed by the Community Education Coordinator.

6.3. Gifts of Christmas:

LCSD Outreach supports the Real Country 95.9 Gift of Christmas. All gift donations to be made directly to Real Country 95.9, any donations received in schools specifically for the Gifts of Christmas shall be donated to Real Country 95.9. All families receiving hampers will be encouraged to complete the toy section on the hamper application form.

Sample Generic Hamper List

**Christmas Hampers
In Partnership with Community Organizations**

Items to be collected in the months leading up to December:

1 Large Box of Cereal	1 Box Crackers	1 Can Evaporated Milk
1 Pkg of Oatmeal	2 lbs Rice	4 Canned Fruit
1 Litre of Orange/Apple Juice	2 Cans Baked Beans	1 Hot Chocolate Mix
1 Dry Pasta (500g)	2 Cans Diced Tomatoes	1 Litre Canola/Veg Oil
1 Can Pasta Sauce	4 Cans Vegetables	1 Package Pudding
2 Kraft Dinner	2 Tins Tuna/Salmon	1 Box Granola Bars
2 Cans of Stew	1 Bottle of Pancake Syrup	1 Jar Jam
4 Cans Soup	1 Box of Pancake Mix	Christmas Treats

Items to be purchased before the hampers are given out:

1 Large Ham Nugget	1 Jug of Milk	1 Box of Oranges
1 Small Margarine	1 Dozen Eggs	