POLICY:	AWARDS TRUST FUND				307
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A. POLICY

1. The Thunder Bay Catholic District School Board (the Board) supports the Awards Trust Fund, a registered charitable organization established for the following purposes:

   - to acknowledge the hard work and outstanding achievements of our students;
   - to provide financial aid to help our graduates pursue their post-secondary goals;
   - to direct awards, on an annual basis, to as many deserving students as possible at our Catholic high schools; and
   - to issue official receipts to donors for income tax purposes.

   Therefore, the Board supports the raising of funds and the collection of monies for the Awards Trust Fund in accordance with the guidelines listed below.

B. GUIDELINES

2. Definitions

2.1 Awards Trust Funds

Awards Trust Funds are those raised and collected for scholarship and awards. These funds are administered by the Committee and are raised or collected from business and industry, Catholic organizations, and local individuals who wish to invest in the future of our community that many deserving young people are acknowledged for their hard work as well as aided financially to pursue their post-secondary studies. Contributors have the opportunity to designate their funds to a particular award that would bear the name of a specific individual or organization, or contributors may wish to simply allow the Awards Trust Fund to direct a general contribution to one of the established awards or bursaries.

2.2 Scholarships

Monetary awards for which there are specific criteria, one of which is high academic achievement in one or more subject areas.

2.3 Awards

Monetary and non-monetary awards for which there are specific criteria identified by the sponsors.

2.4 The Award Trust Fund Secondary Awards Committee

The Awards Trust Fund Secondary Committee is comprised of 11 members and is responsible for overseeing and implementing the operations of the Awards Trust Fund Policy.

Members include:

- Coordinator of Secondary Programs (Chair)
- Manager of Financial Services
- Two Trustee Representatives

- Two Secondary Vice-Principals
- Two Secondary Guidance Counsellors
- Two Secondary Instructional Leads
- Communications Officer
- An Administrative/Committee Secretary is appointed by the Committee

Guiding Principles

3.1 Contributions raised for Awards Trust Fund purposes must be used for the specific scholarship or award as identified by the sponsor.

3.2 Privacy must be respected. The personal information of contributors, donors, students or other individuals is not shared for the purposes of fundraising without prior consent. (Municipal Freedom of Information and Protection of Privacy Act)

2.3 Financial reporting practices must be followed.

4. Responsibilities

4.1 Chief Executive Officer
- Oversee compliance of the Awards Trust Fund policy.

4.2 Coordinator of Secondary Programs
- Oversee and implement the operations of the Awards Trust Fund policy.
- Schedule appropriate meetings for review and consideration of Awards Trust Fund.
- Establish guidelines for award generated funds
- Provide updates to new and existing funds as well update any changes, revisions, or deletions of funds
- Receive and maintain a central file of Award Trust Funds.

4.3 Manager of Financial Services
- Establish policies, procedures and guidelines for Awards Trust Fund.
- Manage the Financial Investments of the Awards Trust Fund, in compliance with Board Policy 319: Financial Investments.
- Prepare financial statements and Canada Revenue Agency tax filings.
- Act as a resource regarding interpretation of this policy
- Ensure administrative procedures for Awards Trust Fund are implemented in compliance with board policy.
- Report any funds that are lost, stolen, misuse of funds.

4.4 Trustee Representatives
- Review and communicate to members of the community about the Awards Trust Fund policy, where applicable.
- Review the annual Board Awards Trust Fund Report for information.

4.5 Vice-Principals
- Submit and approve new student awards, as appropriate.
- Submit appropriate award nominations.

4.6 Instructional Leads & Guidance Counsellors
- Manage and communicate the nomination and award processes.
- Establish nomination criteria and selection guidelines.
- Review and select recipients.
- Recommend names to appropriate staff.

4.7 Communications Officer
- Enhance and print donor/award inserts for graduation programs.
- Manage and communicate the Awards Trust successful candidates.
- Manage and communicate sponsor & partner participation.

4.8 Administration/Committee Secretary
- Complete all record keeping for revenues and expenditures through the Awards Trust Fund.
- Provide monetary awards, letters and certificates for all graduation ceremonies.
- Oversee the trust and general accounts including setting up memorial accounts.

5 General

5.1 The terms of this policy shall apply to all activities, which involves the Committee, carried out in the name of the school or of the Board.

6 Accountability

6.1 General Principles

6.1.1 An annual financial report must be prepared and reviewed prior to the preparation of the Scholarship, Awards and Financial Aid Resource Booklet. The review will ensure the awards and scholarship funds for the year are available.

6.1.2 The Coordinator of Secondary Programs will follow up with sponsors for awards or scholarships in a shortfall position.

6.1.3 All funds collected through Awards Trust Fund are subject to the Board's regular audit and accountability requirements.

6.1.4 The Manager of Financial Services shall establish procedural guidelines and protocols to be followed.