



Date of Issue	September 2007
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Subject	SCHOLARSHIPS AND AWARDS
Reference	Board Policy 2250 - Donations APM A2610 - Donations to Schools
Links	
Contact	Business Services

1. This Administrative Procedures Memorandum (APM) provides direction to principals regarding requests to establish scholarships and awards.
 - 1.1 For donations for other purposes, the principal should refer to APM A2610 - Donations to Schools.
2. The principal shall account for all donations received for the purpose of scholarships and awards as school generated funds (SGF).
3. The assistant manager of Business Services - Accounting shall administer scholarships and awards valued at \$500 or more that will be distributed to students over a period of more than one year.
 - 3.1 For these scholarships and awards, the principal shall:
 - 3.1.1 complete the Trust Declaration, a copy of which is available from the Assistant Manager of Business Services – Accounting;
 - 3.1.2 send the following items to the general accountant:
 - 3.1.2.1 the completed Trust Declaration;
 - 3.1.2.2 a cheque from the SGF bank account, payable to the Simcoe County District School Board, for the full amount of the funds;
 - 3.1.2.3 if the donor has requested an official receipt, a copy of the donor's cheque along with the completed FORM A2610 – 1.



- 3.2 The assistant manager of Business Services - Accounting shall place the funds in investments that are authorized by the laws of Ontario for the investment of trust funds and, in particular, the *Ontario Education Act* and its Regulation 471/97.
 - 3.3 The principal shall ensure that a Committee of Award is formed for the purpose of determining the recipient(s) of the award.
 - 3.3.1 The Committee of Award shall comprise the principal, vice-principal or designate and a member of the teaching staff of the school. It may also include the individual or entity sponsoring the award or superintendent(s) if the award is for more than one school.
 - 3.4 The principal shall inform the assistant manager of Business Services - Accounting each year of the name(s) of the recipient(s) of the award as determined by the Committee of Award.
 - 3.4.1 The communication shall be by a letter on the letterhead of the school.
 - 3.4.2 The assistant manager of Business Services - Accounting shall prepare and forward the cheque(s) to the school.
 - 3.4.3 Cheque(s) shall be made payable to the recipient or the school as requested.
 - 3.5 The assistant manager of Business Services - Accounting shall prepare, annually, a list of all scholarships indicating the terms under which they are awarded.
 - 3.5.1 The list shall be posted as a Numbered Memorandum by March 31 each year.
 - 3.6 The assistant manager of Business Services - Accounting shall prepare, annually, a report of the fund balances to be presented to the Board of Trustees.
 - 3.6.1 The report will usually be presented in January.
4. Scholarships and awards that are paid to students within 12 months of being received from a donor shall be administered by the school to which they are donated.



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- 4.1 Each school that pays scholarships and awards to students shall provide a list to the assistant manager of Business Services - Accounting by January 31 of each year for all payments made to students in the previous calendar year.
 - 4.1.1 The list shall include the student's name, address, amount received, and the name of the donor.

 5. The assistant manager of Business Services - Accounting shall issue a T4A by February 28 of each year to each student who received a scholarship or award in excess of \$500 in the previous calendar year.

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