SD42 PROCEDURE 10540

FINANCIAL OR IN-KIND CONTRIBUTIONS FROM THE DISTRICT

PURPOSE

To establish requirements for considering requests for financial or in-kind contributions from the school district to external organizations or community initiatives. This procedure does not apply to contributions received by the school district.

SCOPE

This procedure applies to requests from external organizations or community groups for financial support or the provision of school district goods, services, facilities or other resources.

This procedure does not apply where the school district is purchasing goods or services, fulfilling an obligation under an agreement, or receiving a financial or in-kind contribution.

RESPONSIBILITY AND DELEGATION

The Secretary Treasurer is responsible for administering financial and in-kind contributions from the school district and may delegate approval authority in accordance with district requirements.

GUIDING PRINCIPLES

Financial or in-kind contributions may be considered only where the requesting organization or initiative is directly connected with or contributes to the functions of the school district.

Contributions must:

- be within the school district's mandate and legal authority;
- directly support the school district's core functions or strategic priorities;
- provide an identifiable benefit to students, staff or the learning environment;
- represent an appropriate use of public resources; and
- not impair the school district's ability to fulfill its core responsibilities.

Each request will be considered on its merits, taking into account anticipated benefits, available resources, equity considerations, financial and operational implications, and potential risks.

REQUESTS AND EVALUATION

Requests must be submitted in writing before any commitment is made and identify the purpose, amount or nature of support requested, intended use, anticipated benefit and any obligation expected from the school district.

The school district may request additional information and may approve, approve with conditions, defer or decline a request. Submission of a request does not create an entitlement to support.

APPROVAL AND CONDITIONS

Contributions are subject to available resources and approval in accordance with the school district's delegated-authority requirements.

Financial contributions must be charged to an approved school district budget. In-kind contributions must be appropriately authorized before school district resources are provided.

Approval may be subject to conditions respecting the use of the contribution, acknowledgement, reporting, repayment or return of school district property.

Approval applies only to the specific request and period identified and does not establish a precedent or guarantee future or recurring support.

RESTRICTIONS

A contribution must not:

- give rise to an unresolved conflict of interest;
- create an unauthorized ongoing financial or operational obligation for the school district; or
- constitute a political contribution or support partisan political activity.

RECORDS AND REPORTING

The school district will maintain appropriate records of approved contributions.

Recipients may be required to confirm how a contribution was used and the outcomes achieved.

APPROVED: November 18, 2026