

STUDENT SUPPORT FUND GUIDELINES

Through our generous donors, The Nanaimo-Ladysmith Schools Foundation is pleased to provide funds to **support low income or vulnerable students**. It is our responsibility to effectively manage these funds according to the wishes of our donors. We appreciate your assistance in ensuring we can continue to provide this valuable service by following the guidelines listed below.

Accessing Funds:

- Purchases should be made using school P-card
- Submit completed SSF Expense Authorization form and receipts to school secretary
- Expenses must be approved by school administrator
- Funds will be paid to the school and not staff directly

Examples of **ELIGIBLE PURCHASES** with funds:

- School Supplies (up to \$40/per elementary \$60/per secondary)
- Shoes/Clothing/Personal Items
- Instrument Rental Fees
- Student & Athletic Fees
- Field Trip Fees
- Workbooks or other Class requirements
- Dry Grad Fees (\$20 NLSF - \$20 Dry Grad Society - \$20 Student/School)
- Grad Fees (NLSF will cover up to \$60 per student for grad related expenses – yearbook, convocation)

Examples of **INELIGIBLE PURCHASES** with funds:

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|---------------------------------|--------------------------------|
| - Gift cards | - Holiday gift basket items |
| - Food for an event or activity | - Student awards or incentives |
| - Books for classroom set | - First Aid |
| - Office supplies | - Extra-Curricular Activities |
| - Sports Academy Fees | - Bus passes |

The following items REQUIRE PRE-AUTHORIZATION from the Foundation office

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| - Emergency Dental/Medical Expenses | - Vision Exams and Glasses |
| - Household Expenses for Families | - Catastrophic Events |
| - Other exceptions/extraordinary Expenses | |

For questions or concerns regarding eligibility of an expenditure, please contact Crystal Dennison crystal.dennison@sd68.bc.ca or (250) 667-0555 prior to purchase.