
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10800.4

REGULATION: EDUCATION BUSINESS COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (EBCPAC) FUNDS ALLOCATION

1. GUIDELINES FOR ALLOCATION OF UNDESIGNATED FUNDS

The Business Development Department's mandate is to generate funds to enhance but not replace government funding. The Business Development Department carries out many different types of fundraising endeavours including corporate/foundation/individual donations, filming projects, advertising, business agreements and sponsorships.

The revenue from different fundraising endeavours falls into two general categories: designated and undesignated funds. Funds can be "designated" in two ways:

1. The donor or sponsor may dictate how they would like all or a portion of their donation spent in the district.
2. Funds may be raised by the Business Development Department in conjunction with a school or schools in which case a portion of, or all of, the funds raised would be designated to the school ie: sales of Vancouver Symphony tickets, or filming projects. What portion of the funds the school receives for the part they play in these types of joint fundraising projects is determined in Regulation #10800.1 – *Education Business Community Partnerships*.

Ten percent (10%) of the Gross Rental Revenue for facility/grounds rentals are directed to the Business Development Department and are considered undesignated funds.

The Business Development Department also generates a pool of undesignated general funds each year. The amount of money in this pool will vary depending on the number, size and type of fundraising projects completed in a fiscal year.

Undesignated funds will be allocated each year following this process:

1. A summary of undesignated funds raised by the Business Development Department will be brought to EBCPAC three times per year.
2. EBCPAC will make recommendations to the Board on how these monies should be allocated.
3. The Board will provide final approval of recommended allocations.

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4. The Business Development Department will ensure the appropriate allocations are made through the Accounting & Treasury Services Department.

How this pool of funds is designated each year will be determined in the following way:

1. The Business Development Department will compile each fall, a master wish list of needs and wants for funding in the district. This list will be compiled by contacting Assistant Superintendents, Directors of Instruction and Principals/Vice Principals.
2. The Business Development Department will receive emergent requests for funding through the year on an unsolicited basis. These requests will be added to the master wish list and brought to EBCPAC three times annually when the committee discusses the allocation of undesignated funds.
3. EBCPAC will refer to the master wish list to determine which projects should be allocated funds from the undesignated Business Development pool.
4. EBCPAC will make decisions on which projects to recommend funding for using the following criteria:
 - EBCPAC will not fund student or employee travel.
 - EBCPAC will not normally fund employee salaries or wages.
 - EBCPAC will endeavour to fund programs with the greatest positive impact on Surrey School District students.
 - EBCPAC will endeavour to spread out funding so that the maximum number of students receives benefit from the funds generated. It is recognized that in any given year, there will rarely be enough funds to impact every child in the district and so if a school receives a sizeable contribution in one year, that school will move down the priority list for the subsequent year.

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- EBCPAC will give priority to unique programs and projects that have not received district/government funding and which have no other means of securing funding.

**2. GUIDELINES FOR ALLOCATION OF BUSINESS DEVELOPMENT
DEPARTMENT RESOURCES**

The Business Development Department regularly receives requests from district schools and staff looking for assistance in writing and submitting funding proposals to corporations and foundations. Submitting such proposals is a lengthy process including in-depth research into the potential funder, collection of significant information on the program and obtaining commitments from staff that they will carry through on the project in the manner outlined, writing good quality proposals that will stand out from the crowd, obtaining supporting documents including letters of support from community organizations, financial records, signatures, photographs, summaries of past performance of the program, etc.

The work required to submit proposals is generally the same regardless of the size of the request. In order to maximize returns, the Business Development Department needs the flexibility to select the projects it will seek funding on behalf of based on the following criteria:

1. estimated ease with which a funder can be found for the project in question;
2. total project funding required.

EBCPAC recognizes that there are many more worthwhile projects seeking fundraising assistance in a year than the Business Development Department can handle. EBCPAC empowers the Business Development Department to determine independently which projects to work with on fundraising proposals.

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Reg # 10400.1
