

The Board of Trustees believes that school committees play a vital role in the education of children. To assist school committees in this role, the Division provides an annual grant to all school committees to enable them to support student and school activities.

To ensure appropriate use of public funds, school committees are required to follow the attached regulations.

Information: [Frontier School Division School Committee Resource Manual](#)

Adopted September 1, 2009		
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**1. Application for School Committee Grant**

- a. A school committee shall apply in writing to their Governance Support Officer or Area Superintendent who will forward the application to the Secretary-Treasurer. The committee's current bank account number, and the name and address of the bank must be included in the application.
- b. Copies of minutes from two committee meetings plus one treasurer's report shall be submitted to the Division prior to the grant being released.
- c. School committee accounts shall be audited prior to the grant being released. If an audit has not been conducted due to no fault of the school committee or, if an audit was not required, the grant may be released.

**2. Use of School Committee Grant**

- a. The school committee grant shall be used to support student activities or activities which benefit the school. The type of activities for which the grant may be used includes, but is not limited to:
  - student awards and scholarships
  - staff appreciation awards
  - graduation awards
  - gifts for students or the school
  - sports equipment
  - educational tours
  - sponsoring school committee members to attend the Annual School Committee Conference

The type of activities for which the grant cannot be used include:

- personal loans
  - personal donations
- b. A school committee shall pass a motion at a duly constituted meeting with a quorum present before any grant monies are spent. If this procedure is not followed, the school committee will be subject to losing the grant for the next year.
  - c. School committees who pay some expenses of members while on school committee business shall have these procedures outlined in writing and approved at a school committee meeting at the beginning of each school year.

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