

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 506**

SUBJECT: AWARDS AND PRIZES FOR STUDENTS

Legal References:

Related References: *Administrative Procedure 116 Partnerships, Acknowledgements, Advertising and Corporate Recognition; AP 120 External Collaboration Protocol*

1. Donations of Prizes or Awards to Students

This administrative procedure outlines the procedure to be employed in regards to donations of prizes or awards to students on a short or long term basis.

2. Administrative Procedures

2.1 Long Term

2.1.1 A long-term award is defined as an award or prize given in perpetuity, or for multiple award periods (more than two years). The award amount is either (a) interest derived from the investment of a principal sum of money, which cannot be used as any part of the award; or (b) includes principal distributed over the life of the award.

2.1.2 The director of education or designate must review proposed terms and conditions before the award is accepted and distributed.

2.1.3 Funds are to be deposited with and managed according to procedures established by the superintendent of business.

2.2 Short Term

2.2.1 A short-term award is defined as a one time award or prize, or where the award or prize is given annually by the donor and may be discontinued.

2.2.2 Student awards of a short-term nature may be accepted on behalf of the board by the director of education or the principal. The principal, where the award is to be given to pupils of one specific school, or the director of education, where the award is to be given to pupils of more than one school, may accept or reject such awards.

2.3 Income Tax Receipts

Income tax receipts are available for certain types of donations through the Foundation for Enriching Education Perth Huron.

2.4 Solicitation of Awards and Prizes

2.4.1 Businesses, organizations and industries are encouraged to participate in donating prizes and/or awards, which will benefit students. Occasions such as graduations, team awards, science fairs and music festivals are appropriate opportunities for participation by these groups.

- 2.4.2 Requests should take the form of an invitation and, if at all possible, no business, organization or industry should be invited to participate by more than one school or more than once in any school year