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**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 520</b>	
Effective	
Revision Date	

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**DONATIONS**


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**PURPOSE**

This administrative procedure sets out the Moose Factory Island District School Area Board's directives related to external and internal donations.

**PROCEDURES****1. External Donations**

The Moose Factory Island District School Area Board does not use public funds to make donations to outside organizations or charitable institutions.

**2. Internal Donations**

- 2.1 The Board may contribute to an educational activity at Ministik School. Any such contribution shall be made at the discretion of the business administrator, in consultation with the principal, and shall not exceed the value of \$100.
- 2.2 The Board may make its annual contribution towards the Grade 8 trip in the amount of \$3,000. This amount is subject to change depending upon the financial situation of the Board.
- 2.3 This contribution must be requested annually, in writing, by the Grade 8 teacher and class. A financial report shall be presented to the Board following the Grade 8 trip.

***Legal References:***

*Education Act, section 286 Duties of Supervisory Officers: Supervise Business Functions*  
Ontario Regulation—Legislative Grants

***Board References:***

Board Policy GOV-01 Vision, Mission, and Values  
Administrative Procedure 500 Financial Integrity  
Administrative Procedure 502 Budget Preparation and Review