



**Sunrise Education
Foundation Procedures
Executive Summary**

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Executive Summary – The Sunrise School Division Board of Trustees

The procedures created for the Sunrise Education Foundation (“Education Foundation”) follow the amended and restated declaration of trust. The Sunrise School Division is the sole trustee of the Education Foundation. Any changes to the declaration of trusts will be completed through the majority vote of the Sunrise School Division Board of Trustees. The Board of Trustees will appoint two trustees to the Education Foundation Committee to represent the Division. The Board Chairperson will become the Education Foundation Committee Chair.

Any policy or procedure not identified in the declaration of trust or Education Foundation procedures will be brought to the Board of Trustees. Any transactions related to debt or borrowing will be subject to the Board of Trustees approval. Projects valued at \$20,000 or more must be approved by the Education Foundation Committee and will be ratified by the Board of Trustees. Annual audited financial statements will be shared with the Board of Trustees within four months after the June year end. The Board of Trustees have the authority to provide funds for professional advice and legal proceedings should the Education Foundation Committee request.

Executive Summary – The Education Foundation Committee

The Education Foundation Committee is comprised of the Secretary-Treasurer, Superintendent, Chair of the Board and two appointed trustees. The Education Foundation Committee will carry out the purpose of the trust. The Education Foundation Committee members will be compensated under the indemnity by-law. The Education Foundation Committee members will be appointed annually at the inaugural meeting. The Education Foundation Committee will receive a report at each meeting regarding donations received for specific projects or purposes. Projects valued at \$20,000 or more must be approved by the Education Foundation Committee and moved to the Board of Trustees for ratification. The Education Foundation Committee can approve the distribution of funds for non-specified donations and may seek professional and legal advice subject to available funds. The Secretary-Treasurer will gather quotes on investments and will prepare a recommendation and seek the Education Foundation Committee’s approval.

Executive Summary – The Executive Committee

The Executive Committee, as per the declaration of trust, is comprised of the Secretary-Treasurer, Superintendent, and Chair of the Board of Trustees. The primary responsibility of the committee is to initiate the meetings over the school year and oversee day-to-day operations, such as signing cheques and accepting donations.

Executive Summary – Donors & Community Groups

A donation made to the Education Foundation can be done in the form of payment or gift-in-kind. Any new donation or scholarship donation must be accompanied with a criteria form completed by the donor. Any donation without a specific purpose will be placed in a general donation fund and used at the discretion of the Education Foundation Committee. Donations of more than \$25.00 will receive a tax receipt. A tax receipt will be issued in accordance with CRA (Canada Revenue Agency) guidelines. If a gift-in-kind is being considered the donor must contact the Secretary-Treasurer. The Education Foundation Executive Committee has the right to refuse any donation. Gifts in Service will not be issued a tax receipt.

Should a group be fundraising on behalf of or in partnership with the Education Foundation, approval must be granted by the Education Foundation Committee. All gross funds collected must be deposited into the Education Foundation's bank account. If the donor's intention is to only donate net funds/proceeds (gross donations less gross expenses) to the Education Foundation, the event or fundraising effort(s) cannot be in the name of the Education Foundation.

When a project is being considered such as playground improvements, the school's Administration should be contacted. A discussion between the school's Administration, Secretary-Treasurer and Division's applicable operations manager(s) will occur for the purpose of a thorough understanding of the intended project. The project will be brought to the Education Foundation Committee for approval, and if the project is greater than \$20,000, then to the Board of Trustees for final approval.