

Administrative Procedures

AP-415 STUDENT AWARDS	Date of implementation: Fall 2006 Date of review: October 23, 2024
	Related Administrative Procedures: AP-420 Corporate Sponsorships and Partnerships AP-715 Charitable Donations

Purpose: The Division believes student excellence is to be recognized and supported. The Division welcomes the assistance of individuals, businesses or groups who wish to provide material and/or financial supports for student awards.

The Division approves the acceptance of material and/or financial support for student awards that promote the vision, mission, values and goals of both the Division and the Ministry of Education.

Student awards require the ongoing consent of the principal. The principal shall advise students and parents of the scholarships and awards available at the school level.

Procedures:

1) Financial Considerations

- a) Unless the donor gives the award directly to the recipient, scholarship and award funds must be held in trust by the Division. They shall be administered according to the criteria established by the donor, in accordance with Division financial procedures, and used only for the purposes stated by the donor.
- b) The Division may issue a receipt for a charitable donation if the donation:
 - i) complies with Canada Revenue Agency criteria
 - ii) meets or exceeds market value established by the Division
 - iii) is directly payable to Prairie Spirit School Division

2) Proposals for new student awards

- a) Prior to agreeing to establish a new award, the principal is to receive a written proposal from the donor outlining:
 - i) name of the award
 - ii) purpose of the award
 - iii) type of award: certificate, trophy, or specific dollar amount, etc.

- iv) terms and duration of the award
 - v) specific criteria for selection of recipients
 - vi) when and by whom the award will be presented
 - vii) the management of additional costs, such as engraving or printing
- 3) When appropriate, the principal is to consult with the School Community Council, staff, student leadership and the Director of Education prior to making a decision to accept any proposed award.
 - 4) The Division reserves the right to refuse material and/or financial support that is not consistent with the vision, mission, values and goals of the Division and the Ministry of Education.
 - 5) Schools are encouraged to recognize student achievement and excellence in a variety of ways. These may include awards, bursaries, certificates, positive recognition/announcements, etc. Regardless of the method used, school-developed recognition should align with the Division and school's mission, vision, values, and goals.

References:

[The Education Act, 1995](#), Sections 85, 87, 109, 110, 175