



Extra-Curricular Events Expense Guidelines

Appendix C, AP-423 Extra-Curricular Activities

The Division supports expenses incurred by coaches and/or supervisors, teams and programs engaged in extra-curricular activities. Dollars in the extra-curricular events fund are provided to support the following:

- 1) Provisions in the teachers' LINC agreement and support staff agreements. This category is a contractual obligation of the school division and the fund is primarily designed to support this category first and foremost. Those provisions in the agreements provide for the following:
 - LINC 9.6 – Any teacher serving as an extra-curricular coach, leader, or supervisor representing the school division for a competition beyond the school division leading to a provincial competition, may apply for reimbursement of expenses as per Board rate.
 - LINC 9.7 – Any teacher serving as an extra-curricular coach, leader, or supervisor of a non-athletic extra-curricular group that is representing the school division by special invitation or at a prestigious event, may apply for the reimbursement of expenses as per Board rate
 - CUPE 22.03(d) – Employees who provide extra-curricular supervision shall receive compensation in the same manner as afforded to teachers in the LINC Agreement
 - Non-Union 11(a) – Extra-curricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.
- 2) The Employee Travel Expense Claim Form is to be used to submit a claim for expenses by employees. Expenses include mileage, accommodation and meals beyond the Division level. Claims should be accompanied by appropriate receipts.
- 3) The following expenses may be provided for:
 - a) Community coaches' expenses in supporting extra-curricular activities. Claims for expenses beyond the Division level can be submitted on the Non-Employee Claim for Payment Form. Claims should be accompanied by appropriate receipts.
 - b) Band programs participating in competitions at a provincial or national level. Expenses can be submitted for one (1) trip up to a maximum of \$1,000 if the band group is made up of ten (10) or more students. Anything less than ten (10) students, the Division will support up to a maximum of \$500. Claims can be submitted on the Employee Travel Expense Claim Form.

Claims should be accompanied by appropriate receipts. The following criteria is used to allocate dollars to band programs:

\$500	\$1,000
Band – provincial or national competition (under 10 students attending)	Band – provincial or national competition (over 10 students attending)

- c) Team expenses in competition beyond the Division level. Funding is dedicated to support costs incurred for travel and accommodation to regional and provincial competitions. Dollars provided to support teams and programs is dependent upon the amounts in the fund that are not accessed by coaches, primarily under category 1 and 2. Claims can be submitted on the Employee Travel Expense Claim Form. Claims should be accompanied by appropriate receipts. Criteria utilized to allocate dollars to teams or programs will be provided at the first Athletic Director meeting of each schoolyear.