

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 561 – LCSD Outreach Fund Guidelines	
Related LCSD AP's	AP 522 – Charitable Donations AP 561.1 – Appendix LCSD Outreach Committee Terms of Reference	
Form(s)	F 561.1 – Outreach Requests/Reporting	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
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Background

Our goal is to connect families to sustained support in the community, especially those agencies where their mandate is to support families. The LCSD Outreach Fund assists each school to attend to the necessities of daily living for students and families needing immediate support, when accessing community could take some time. LCSD Outreach Fund is solely funded by local donations made to this fund. Donations will be accepted from all LCSD school charity fundraisers, local businesses, and service groups. The LCSD Outreach Fund attempts to use the current funds for student identified through individual requests and division reviews of community needs. The LCSD Outreach Fund will only fundraise when a determined need for more available funds is determined.

Procedures for Accessing the LCSD Outreach Fund

1. All funds/gift cards schools receive either through fundraising or donations for Outreach students or families must be deposited/submitted and accounted for through the LCSD Outreach Fund.
2. All use of cash for purchases are prohibited.
3. Tax receipts will be provided as per AP 522 – Charitable Donations.
4. The principal, or designated personnel, can request financial assistance from the LCSD Outreach Fund to purchase specific items needed (personal hygiene, clothing, footwear, or other necessities of daily living) that are clearly identified and approved by the Community Education Coordinator prior to purchase.

Items to be purchased should be those that are not **immediately available** from Government funded sources (i.e.: families on assistance are provided funds to purchase school supplies).

- 4.1. The LCSD Outreach Fund will have limited funds based on donations. Items must be approved prior to purchasing on F561.1 – Outreach Requests/Reporting.
- 4.2. Upon purchases, all receipts must be submitted to Community Education Coordinator for approval, along with F561.1 – Outreach Requests/Reporting. LCSD administration must know who made the purchases and items purchased.
- 4.3. All purchased items must be necessities for daily living. This fund cannot be accessed to cover costs of school field trips, school fees, toys, gifts, etc.

- 4.4. If there are any needs that arise that are urgent in nature or outside of these guidelines and your school is not sure if it can be covered, contact Community Education Coordinator, and if not available the Director of Education for approval.
- 4.5. The LCSD Outreach Committee will meet three times per year to support the role of the Community Education Coordinator in managing and allocating funds.

5. Role of Community Education Coordinator

- 5.1. All LCSD Outreach Funds will be approved and administered through the Community Education Coordinator, in consultation with Director of Education.
- 5.2. To support schools and school staff (i.e. Family Liaisons, Counsellors, Administrator, etc.) in identifying the type of support needed, and to facilitate the communication between schools and community organizations.
- 5.3. Act as a resource for schools to support families in need.
- 5.4. Chair the LCSD Outreach Fund Committee and follow the Terms of Reference (AP 561.1 – Appendix LCSD Outreach Committee Terms of Reference.)

6. LCSD Christmas Hamper Identification Process

- 6.1. Family Liaisons and/or school designates will encourage families to access community organizations for support.
- 6.2. A list of families identified by liaisons or school designates shall be created by early November to be submitted to Community Education Coordinator by November 15.
- 6.3. LCSD Community Education Coordinator and Liaisons will meet with community organizations to condense lists to ensure no overlapping.
- 6.4. Coordination of hampers, when available will be through community organizations, as per generic hamper list, with the support of LCSD liaisons, staff, students, and volunteers in one central location.
- 6.5. The Community Education Coordinator will coordinate with schools the distribution of Christmas hampers to occur the last two weeks of school in December.
- 6.6. For food hampers outside of Christmas season, contact Community Education Coordinator for information and use of F561.1 – Outreach Requests/Reporting.

7. Collection of funds for LCSD Outreach Fund

- 7.1. Cash/Gift Cards:
Schools collecting money at Christmas (or any time) for families and students in need may give donations to LCSD Outreach Funds (LRCS# 89.)

7.2. Perishable Gifts in Kind:

Schools may wish to collect voluntary donation items as per generic hamper list. Additional items shall be donated to community organizations. All perishable gifts distributed to families, students or organizations should be reviewed by the Community Education Coordinator.

7.3. Gifts of Christmas:

LCSD Outreach supports the Real Country 95.9 Gift of Christmas. All gift donations can be made directly to The Olive Tree or specific donation drop off locations. All families receiving hampers will receive the Gift of Christmas.

Sample Generic Hamper List

**Christmas Hampers
In Partnership with Community Organizations**

Items to be collected in the months leading up to December:

1 Large Box of Cereal	1 Box Crackers	1 Can Evaporated Milk
1 Pkg of Oatmeal	2 lbs Rice	4 Canned Fruit
1 Litre of Orange/Apple Juice	2 Cans Baked Beans	1 Hot Chocolate Mix
1 Dry Pasta (500g)	2 Cans Diced Tomatoes	1 Litre Canola/Veg Oil
1 Can Pasta Sauce	4 Cans Vegetables	1 Package Pudding
2 Kraft Dinner	2 Tins Tuna/Salmon	1 Box Granola Bars
2 Cans of Stew	1 Bottle of Pancake Syrup	1 Jar Jam
4 Cans Soup	1 Box of Pancake Mix	Christmas Treats

Items to be purchased before the hampers are given out:

1 Large Ham Nugget	1 Jug of Milk	1 Box of Oranges
1 Small Margarine	1 Dozen Eggs	