



EMERGENCY RESPONSE FUND

An Emergency Response Fund has been established by the Algonquin and Lakeshore Catholic Education Foundation in order to respond to emergency requests by principals on behalf of students in need in their respective schools.

PROCESS:

Principals are asked to complete Request/Reporting Forms located on the Algonquin and Lakeshore Catholic Education Foundation website. The succinct Request Form requires a brief description of the child's need, amount requested, the name of the school and date of request.

Neither the name of the child in question nor approval by the Superintendent is required.

The maximum amount for each request is \$250 for a single child and \$500 for families of two or more children. Requests for more than \$500 will be considered in extenuating circumstances.

Request Forms are to be forwarded to the Director's Office via fax. Upon consultation with Michael Schmitt, Executive Director and Secretary of the Algonquin and Lakeshore Catholic Education Foundation, approval will be granted or denied.

In recognition of the urgent nature of these funding requests, the time between receipt of request and approval notification will be 24 hours. Each school will set up an Umbrella Category (Donations) in their Non-Board Fund Accounts (Category Name...Donations – Emergency Response Category #...6099) for this purpose in order to access funds/support immediately.

A Reporting Form must be completed, including receipts for services/items outlined and forwarded to the Director's Office once the funds have been utilized. The reimbursement cheque, payable to the school, will be issued and delivered via board courier.

There is no limit to the number of requests that can be made annually by each school nor is there a limit to the number of requests that can be made on behalf of a particular student and/or family.