



Crescent Heights High School

School Council Funds Allocation Policy

Date Ratified: DRAFT May 26, 2025

1. Purpose

The purpose of this policy is to establish clear guidelines for the equitable, transparent, and impactful distribution of funds raised or managed by the Crescent Heights High School (CHHS) School Council. These funds are intended to build a positive community and culture within the school and to support both students and teachers.

2. Guiding Principles

- Impact: Funds must be used in ways that positively affect the greatest number of students and/or teachers.
- Equity: Allocation must be balanced to ensure that no single subject area disproportionately benefits.
- Supportive Community: Investments may support students directly or be used to recognize and support teachers, acknowledging their essential role in fostering student success.
- Transparency & Accountability: All spending will be approved through a motion at a School Council meeting and tracked to maintain fair and responsible use.

3. Ineligible Expenditures

Funds cannot be used for items or initiatives that are eligible for funding through the Crescent Heights High School Parents Society or for expenditures covered by Alberta Education or school board operational budgets.

4. Eligible Expenditures

Examples of appropriate uses of School Council funds include (but are not limited to):

- Staff appreciation events or gifts
- Whole-school cultural or community-building events
- Student recognition initiatives
- Guest speakers or community presentations
- Wellness resources or initiatives that benefit a broad group
- Interdisciplinary or cross-curricular projects with wide participation

5. Application & Approval Process

- **Proposal Submission:** Funding proposals can be submitted by any member of the CHHS community (teachers, staff, parents) to the School Council Chair at least two weeks prior to the next scheduled School Council meeting.
- **Discussion:** Proposals will be presented and discussed at a regular School Council meeting.
- **Approval:** Allocation of funds requires a motion and a majority vote (50% + 1) at a School Council meeting with quorum.
- **Tracking:** The Council Treasurer will maintain a transparent record of all fund distributions, ensuring equitable allocation across departments and consistent reporting.

6. Equity Monitoring

To ensure equitable distribution:

- A summary report of fund allocations by area and purpose will be reviewed at each Council meeting.
- No subject area should receive a disproportionate amount of support over the course of a school year.
- Council may set annual or term-based limits per department or category, as needed, to maintain balance.

7. Best Practices

- **Annual Review:** This policy will be reviewed at the start of each school year to reflect current needs and feedback.
- **Feedback Loop:** Fund recipients may be asked to share a brief report, photo, or update on the impact of the funded initiative.
- **Communication:** Spending decisions and their impacts will be summarized in meeting minutes and shared in Council communications to the CHHS community.

Signed on Behalf of the Crescent Heights High School School Council:

Name: _____

Title: _____

Date: _____