



Procedure No. VI-16

Adopted: January 13, 1999	1, 2021
Next Scheduled Review: 2023-2024	
Procedures:	

Purpose

To allocate funds for schools to access student retreats that provide opportunities for discernment, prayer, and communion with God outside of the academic environment.

Application and Scope

The procedure applies to all elementary and secondary schools.

Principles

The fund shall be allocated for transportation, student retreat, retreat site, and food related expenditures, such as accommodations for students and fees for guest speakers. The fund will be allocated \$7.00 per pupil in Grade 7 **only** for elementary schools and \$3.00 per pupil for secondary schools. Retreat funds will be calculated based on October 31st and March 31st average daily enrolment (ADE) counts. The fund will be allocated based on the October 31st and March 31st enrolment adjustment calculations each count date.

Procedures

Schools should create a payment request for retreat expenditures, financial information system for processing by Accounting Services. Supporting documentation, such as receipts or invoices, shall be attached to the electronic payment request.



Business Services is responsible for maintaining adequate records to support retreat funds received and to approve that the process comply with this procedure. Business Services is responsible for maintaining adequate records for the distribution and calculation of the amount of retreat funds disbursed to schools.

APPROVED BY _____

AUTHORIZED BY _____

Director of Education and Secretary of the Board