



POLICY SECTION: Finance
SUB-SECTION: Funds and Foundations
POLICY NAME: Awards, Funds and Scholarships
POLICY NO: F. F. 01

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| Date Approved: April 23 rd , 2015 | Date of Next Review: 2019 | Dates of Amendments: |
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Cross References

F.F. 25 Donation (*To be renumbered F.F. 2*)

To be consolidated and rescinded as separate policies in the TCDSB register:

- A. 07 Award of Merit
- A. 30 Alumni Awards
- F.F. 02 Rt. Rev. J. H. Ingoldsby Award
- F.F. 03 Father Andrew Cuschieri Award
- F.F. 04 Sr. Mary Hamilton Award
- F.F. 05 Mary Cicogna Trust Award
- F.F. 06 Peter Pierce Memorial Trust Fund
- F.F. 07 Rose Margaret Carlino Award
- F.F. 08 Alana Lynn Celestial Memorial Trust
- F.F. 09 Elvira DeMonte Scholarship
- F.F. 10 Francesco & Lucia Colle Memorial Award
- F.F. 11 Holly Spirit Memorial Award
- F.F. 12 Chris Campbell Award for Business & Computer Studies
- F.F. 13 Catherine Temple Mathematics Award
- F.F. 15 Bonnie Ho Memorial Scholarship
- F.F. 14 Joseph Martino Scholarship
- F.F. 16 Christina Walters Endowment for the Arts
- F.F. 18 Pay It Forward Award
- F.F. 19 Student Trustee Award of Excellence in Academics, Leadership and Christian Values
- F.F. 21 Susan Shields Memorial Fund (*to be eliminated; funds exhausted*)
- F.F. 22 Peter Balciunas Memorial Award
- F.F. 23 Lucy Connolly Memorial Scholarship
- F.F. 24 Fintan Kilbride memorial Scholarship
- F.F. 27 Cadie Feeley



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F.F. 28 Lily Hynes Trust Award
F.F. 29 Dominic Melino “A Man for Others”
F.F. 30 Establishment of Trust Funds
S.M. 11 Student Achievement Award
Agnes and Thomas Archer Award
Ashif Jaffer Award for Excellence in Special Education Support
Certificate of Appreciation
Dr. Mary Anne McCarty mayor Memorial Scholarship
Raymond C. Raymond Top Graduating Student
Raymond C. Raymond Top Graduating Student in English

Raymond C. Raymond Top Graduating Student in Math
Stephen Hnatiuk Memorial Award (James Cardinal McGuigan and Jean Vanier)
Toronto Sesquicentennial Award
Wilfred and Elva Russell Award

Appendix A – 1: Awards, Funds and Scholarships to be Consolidated

Purpose

This policy is intended to present an over-arching framework and guiding principles for the granting of all those awards, funds, scholarships and bursaries distributed on annual or semi-regular basis within the community of the Toronto Catholic District School Board. Such awards are granted to honour those individuals who have distinguished themselves by meeting certain articulated criteria, and in so doing bring recognition and pride to Catholic education.

Scope and Responsibility

This policy extends to all stakeholders of the Toronto Catholic District School Board who might be considered for any one of the Board’s many Awards. The Director of Education is responsible for this policy.



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Alignment with MYSP

Strengthening Public Confidence
Living our Values
Stewardship of Resources
Student Achievement and Well-Being
Inspired and Motivated Employees

Financial Impact:

There is no significant financial impact to the TCDSB, as most of the TCDSB awards, funds and scholarships have an outside funding source. That said, good judgement, objective criteria and reliable selection mechanisms do need to be employed to ensure the best and most valid distribution of allocated funds.

Legal Impact:

There is no significant legal impact to the TCDSB. Once again strong, objective and clearly articulated selection processes will ensure all award recipients are well received and celebrated.

Policy

All awards, funds, scholarships and bursaries (hereafter known as “award”) granted by the Toronto Catholic District School Board will be in harmony with our gospel values and our Catholic Graduate Expectations, and will be granted to those individuals who will bring pride to Catholic education. For each award, fund, scholarship or bursary granted under the auspices of the TCDSB, there will be a clearly articulated purpose, accompanied by transparent selection criteria.

Regulations

1. Each award granted within the Toronto Catholic District School Board community will have a clearly articulated goal and purpose explaining the type of individual the distinction is intended to celebrate.



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2. Prospective donors who wish to arrange for a scholarship, bursary or award to be presented to TCDSB students will be asked to provide details through an application process administered by the Communications Department. The TCDSB Communications Department is responsible for preparing a report on behalf of the Director of Education regarding the establishment of a trust fund award.
3. Each award will indicate the form the distinction will take, be it a plaque, monetary award or public celebration.
4. Each award shall indicate the frequency with which the honour will be bestowed and the timing of the presentation of the award.
5. Each award will indicate who will be involved in the selection and confirming of the recipient.
6. Each award will indicate who is eligible as a candidate for the award and those who are excluded from consideration. Further, the award will indicate if there is a limit to the number of recipients at any given time.
7. Each award will have clearly articulated criteria that assist in the selection process for the honoree.
8. All award information as contained in regulations 1 to 6 above, will be housed on the TCDSB website under “Awards, Scholarships and Bursaries”.
9. Trust funds and policies for same will be established for donations of \$2,000 or more. Donations of \$1,999 or less are to be directed to local schools. All donations will comply with TCDSB Donation Policy F.F.25. (*To be renumbered F.F. 2*)
10. Trust Funds donations will be invested in accordance with the Board’s Investment Policy (F.B.03). Funds will earn an average rate of interest earned by the trust fund.



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11. Donations will be received by TCDSB Accounting Department or through “Canada Helps”. Separate fund accounts are set up with “Canada Helps” by the Board’s Accounting Department. A link to “Canada Helps” is available on the Board’s website.
12. Receipts for Income Tax purposes will be issued by the Accounting Department for donations sent to the TCDSB of \$25.00 or more or by “Canada Helps” for on-line donations.
13. Awards will be drawn from principal and interest at a fixed amount and not from interest only.
14. Plaques, certificates, statues, etc. will be arranged for by the Communications Department, in consultation with the donor. Payment for same will be drawn from the trust fund or through alternate arrangements organized by the donor.
15. Each policy for each trust fund award shall include a provision stating that it is “incumbent upon the donor to maintain current contact information with the Toronto Catholic District School Board. In the event that the TCDSB loses contact with a donor, decisions regarding the administration of the award and the fund will be made by the Director of Education and Chief Financial Officer, in consultation with the Communications and Finance Department.”
16. Every five (5) years, unless otherwise stated, the payout from the fund will be reviewed to ensure it is relevant and consistent with inflation and the original objective. Any award, fund, scholarship or bursary that is connected to a monetary award, and for which there are no more resources, shall be discontinued.



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Definitions

Award: A prize or other mark of recognition given in honour of an achievement

Bursary: A monetary award provided to students based on financial need and/or academic (or other notable) performance

Fund: A sum of money saved or made available for a particular purpose, such as study

Scholarship: A grant or payment made to support a student's education, awarded on the basis of academic or other achievement

Metrics

1. All individuals who have been granted an award within the TCDSB community in any given year will be highlighted in the annual TCDSB Awards night and/or on either the TCDSB webpage or the local school webpage, dependent upon the nature of the award, (i.e., Board or broader level recognition versus a school based recognition).

AWARDS, FUNDS AND SCHOLARSHIPS
(To be consolidated and moved to TCDSB Webpage)

APPENDIX 1-A

| POLICY # | NAME OF AWARD | SCHOOL |
|-----------------|--|-----------------------------------|
| (no policy) | Agnes & Thomas Archer | St. John Catholic School |
| (no policy) | Ashif Jaffer Award for Excellence in Special Education Support | Board-wide |
| (no policy) | Certificate of Appreciation | Board-wide and extended community |
| (no policy) | Dr. Mary Anne McCarty-Mayor Memorial Scholarship | St. Joseph's College School |
| (no policy) | Raymond C. Raymond - Top Graduating Student | St. Nicholas C.S. |
| (no policy) | Raymond C. Raymond - Top Student in English | St. Nicholas C.S. |
| (no policy) | Raymond C. Raymond - Top Student in Math | St. Nicholas C.S. |
| (no policy) | Stephen Hnatiuk Memorial Award | James Cardinal McGuigan C.S.S. |
| (no policy) | Stephen Hnatiuk Memorial Award | Jean Vanier C.S.S. |
| (no policy) | Toronto Sesquicentennial | Blessed Sacrament C.S. |
| (no policy) | Wilfred & Elva Russell | St. Paul Catholic School |
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| A07 | Award of Merit | Board-wide |
| A30 | Alumni Awards | Board-wide |
| F.F.02 | Rt. Rev. J.H. Ingoldsby Trust Award | St. Catherine Catholic School |
| F.F.02 | Rt. Rev. J.H. Ingoldsby Trust Award | St. Catherine Catholic School |

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| | | |
|---------|--|--|
| F.F. 03 | Father Andrew Cuschieri Award | Board-wide |
| F.F.04 | Sr. Mary Hamilton Award for Exceptional Students | Board-wide |
| F.F.05 | Mary Cicogna Trust Award | Blessed Margherita of Citta di Castello C.S. |
| F.F.05 | Mary Cicogna Trust Award | Our Lady of Assumption C.S. |
| F.F.05 | Mary Cicogna Trust Award | St. Augustine Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Charles Garnier Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Conrad Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Francis de Sales Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Jane Frances Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Jerome Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Raphael Catholic School |
| F.F.05 | Mary Cicogna Trust Award | St. Wilfrid Catholic School |
| F.F.06 | Peter Pierce Memorial Trust Fund | Madonna C.S.S. |
| F.F.07 | Rose Margaret Carlino Award | Msgr Fraser College |
| F.F.08 | Alana Lynn Celestial Memorial Trust | St. Brigid Catholic School |
| F.F.09 | Elvira DeMonte Scholarship | Cardinal Carter Academy for the Arts |
| F.F.09 | Elvira DeMonte Scholarship | St. Michael's Choir School |
| F.F.10 | Francesco & Lucia Colle Memorial Award | (designated schools) |

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| | | |
|--------|---|-----------------------------------|
| F.F.10 | Francesco & Lucia Colle Memorial Award | (designated schools) |
| F.F.11 | Holly Spirit Memorial Award | St. Luigi Catholic School |
| F.F.11 | Holly Spirit Memorial Award | St. Vincent de Paul C.S. |
| F.F.12 | Chris Campbell Award for Business & Computer Studies | Bishop Allen Academy |
| F.F.12 | Chris Campbell Memorial Award for Community Service | Bishop Allen Academy |
| F.F.13 | Catherine Temple Mathematics Award | Board-wide (female students only) |
| F.F.15 | Bonnie Ho Memorial Scholarship | St. Joseph's Morrow Park C.S.S. |
| F.F.14 | Joseph Martino Scholarship | Don Bosco C.S.S. |
| F.F.14 | Joseph Martino Scholarship | Father Henry Carr C.S.S. |
| F.F.14 | Joseph Martino Scholarship | Msgr. Percy Johnson C.S.S. |
| F.F.16 | Christina Walters Endowment for the Arts | Canadian Martyrs C.S. |
| F.F.18 | Pay It Forward Award | Msgr. Fraser College |
| F.F.19 | Student Trustee Award of Excellence in Academics, Leadership and Christian Values | |
| F.F.21 | Susan Shields Memorial Fund | St. Brendan C.S. |
| F.F.21 | Susan Shields Memorial Fund | St. Elizabeth Seton C.S. |
| F.F.21 | Susan Shields Memorial Fund | St. Gabriel Lalemant C.S. |
| F.F.21 | Susan Shields Memorial Fund | St. Thomas More C.S. |

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| | | |
|---------|--------------------------------------|---|
| F.F.22 | Peter Balciunas Memorial Award | York University: CEC site (TCDSB grads) |
| F.F.23 | Lucy Connolly Memorial Scholarship | Michael Power/St. Joseph High School |
| F.F.23 | Lucy Connolly Memorial Scholarship | Msgr. Percy Johnson C.S.S. (October) |
| F.F.24 | Fintan Kilbride Memorial Scholarship | Cardinal Carter Academy for the Arts |
| F.F.27 | Cadie Feeley | Cardinal Carter Academy for the Arts |
| F.F.28 | Lily Hynes Trust Award | Holy Name Catholic School |
| F.F.29 | Domenic Melino "A Man for Others" | St. Michael's Choir School |
| S.M. 11 | Student Achievement Award | Board-wide |