

Bequests to a School or to the Board	
Adopted: March 27, 1990	Last Reviewed/Revised: January 17, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: I-21 Corporate and Community Investment in Education VI-85 Corporate and Community Investment in Education VI-06 Charitable Receipts VI-31 Trust Funds VI-50 Technological Education Service Procedures	

Purpose

The Halton Catholic District School Board (HCDSB) endorses the receipt of bequests, known as a gift by will, to the school system or to specific schools. In response to such bequests, the HCDSB has established the following policy which shall be administered by the Superintendent of Business Services.

Application and Scope

This policy shall apply to bequests to the HCDSB or school(s). The bequest is to be used as:

- a scholarship award, or
- a trust fund to be used as an award in the future, or
- for the donation or purchase of equipment and/or learning materials.

Principles

- Each bequest to a school shall be forwarded by the Principal to the Superintendent of Business Services accompanied with an appropriate background description detailing donor and directions regarding the disposition.
- The Superintendent of Business Services will officially acknowledge receipt of bequests. Bequests to a school shall be disbursed in accordance with the wishes of the donor and shall have no impact on the regular operational budget for the school.
- A school which has benefitted from a bequest shall publicly acknowledge, in an appropriate manner unless directions to the contrary are given, the contribution of the benefactor/benefactress and shall advise the students and parent community accordingly.

- An action report for bequests in the amount of \$10,000, or greater, shall be tabled at a regular meeting of the Board following receipt.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board