

Student Retreat Funds	
Adopted: January 13, 1999	Last Reviewed/Revised: February 3, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: V-04 School Fundraising Activities	

Purpose

To allocate funds for schools within the Halton Catholic District School Board (HCDSB) 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 within HCDSB.

Principles

- HCDSB is dedicated to providing excellence in Catholic education by developing Christ-centred individuals enabled to transform society.
- HCDSB is committed to providing a high quality of instruction and program for academic excellence.
- HCDSB upholds a joyful Catholic learning environment that is rooted in justice, compassion and service.

Requirements

- This procedure ensures that student retreat funds are appropriately allocated, managed and accounted for in alignment with the HCDSB's financial guidelines.
- The funds shall only be used for transporting students to the retreat site and/or for directly related expenditures, such as accommodations for students and fees for guest speakers.
- Elementary schools will be allocated a per-student amount for Grade 7 students only.

- Secondary schools will be allocated a per-student amount for all secondary students.
- The per-student amounts will be determined each year as part of the annual Board budget.
- Schools will be allocated \$7.00 per pupil in Grade 7 **only** for elementary schools and \$3.00 per pupil for secondary schools. Funds will be calculated based on the projected October 31 student enrolment as developed and provided by the planning department during the development of the original board estimates. The funds will be included in each school's board budget at the beginning of the school year.
- Expenditures incurred more than the allocations shall be disbursed from the remainder of the school's Board allocation or School Generated Funds.
- Schools should create a payment request for retreat expenditures through HCDSB's financial information system for processing by Accounting Services. Supporting documentation, such as receipts or invoices, shall be attached to the electronic payment request.
- Schools are responsible for maintaining adequate records to support retreat funds received and to ensure that the expenses comply with this procedure.
- Business Services is responsible for maintaining adequate records for distributing and calculating the amount of retreat funds disbursed to schools.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board