

## HCCEF STUDENT GUARDIAN PROGRAM

The Halton Catholic Children's Education Foundation (HCCEF) is an independent Charitable Organization, registered with the Canada Revenue Agency (CRA). We are governed by a volunteer Board of Directors.

Through the compassion and generosity of donors, HCCEF is committed to enhancing the educational experience and enriching the lives of students within our Catholic school communities by helping with financial barriers to education.

**The HCCEF Student Guardian Program** provides financial assistance to HCDSB students in need to ensure that:

- All are able to attend school with the basic necessities of life, i.e. food and clothing;
- All are able to participate in aspects of school life which are normally open to all students (i.e. school trips/experiences), and therefore, help them to succeed and achieve their full potential.

Financial support from donors makes this possible.

### Our donors have helped:

- A homeless mother & son on the path back to stability.
- A family, whose mother has cancer, ease their worry during her treatments.
- A young girl to increase her self-esteem and improve her social skills by experiencing a school trip of her lifetime.
- A high school student with family, social and mental health issues to experience success through the Ontario Youth Apprenticeship Program.
- Siblings with their sense of worth and feelings of acceptance by providing back to school clothes and supplies.
- To level the playing field and make a difference in the lives of many students.
- Students achieve their full potential.

### Other Examples of how our donors have helped:

"Our Grade 7 students are going on a Leadership Retreat to Tim Horton's Camp. The father of one student passed away this Spring and the family is encountering financial challenges. We would greatly appreciate any assistance. Thank you." – *Principal's Request for Financial Assistance*

"We request financial support for one of our families, a single father with a son and a daughter. The father has medical issues, and currently is not working. Although winter is almost over, the children need new footwear. Currently both children have bags lining their winter boots, which have not been keeping their feet dry." - *Principal's request for Financial Assistance*

## 3 EASY STEPS TO APPLY TO THE HCCEF STUDENT GUARDIAN PROGRAM:

### 1. The school identifies a student / family in need.

- The school reviews whether the situation may fit the mandate of HCCEF Student Guardian Program funding. The program provides financial assistance to HCDSB students in need to ensure that:
  - All are able to attend school with the basic necessities of life (i.e. food and clothing)
  - All are able to participate in all aspects of school life which are normally open to all students (i.e. school trips/experiences)
- Our intent is to help supplement funding already being offered by the school. Should this not be possible, please include details in the Application Form.
  - In some situations, the family may wish to have an opportunity to contribute to the cost of the student need (i.e. school trips). This is certainly not an expectation or requirement for the application to the HCCEF Student Guardian Program. Any contribution the parent wishes to make can be recorded on the Application Form.

### 2. School completes the PDF Application

### 3. Principal submits the PDF Application

- **Only PDF Application Forms will be accepted** (Effective September 1, 2016). Save the form and attach it to an email to [clarema@hccfef.org](mailto:clarema@hccfef.org).

### Other Information:

1. Receipt of Applications will be confirmed via email.
2. Applications will be reviewed by *HCCEF's* Allocations Committee.
3. Applications for activities that have already happened are not eligible.
4. Applicants will received notification of either approval of request, or notice that the request was not approved, via email.
5. If approved, a cheque requisition will be processed, the cheque will be made out to the school and then sent to the school via the interoffice mail system. We do not issue funds to individuals.
6. Acceptance of the funds requires the school Principal to provide a Report Back Form to *HCCEF* by the **due date** indicated (one month after approval is received). Please note that the **Report Back Form** must be successfully completed (plus receipts) in order to be considered for future *HCCEF* funding.
7. We ask that the family is made aware of the funding provided by *HCCEF* and donors to *HCCEF*.
8. Schools are welcome to apply for funding for more than one student and for more than one situation.
9. *HCCEF* Application Package can be accessed via [www.hccfef.org](http://www.hccfef.org).
10. Visit [www.hccfef.org](http://www.hccfef.org) or call Marc Clare, Executive Director, HCCEF (905) 632-6314 ext. 248 for more information.



## **APPLICATION TO THE HCCEF STUDENT GUARDIAN PROGRAM**

**The HCCEF Student Guardian Program** provides financial assistance to HCDSB students in need with their financial barriers to education, to ensure that:

- All are able to attend school with the basic necessities of life (i.e. food and clothing)
- All are able to participate in aspects of school life which are normally open to all students (i.e. school trips/experiences), and therefore, help them to succeed and achieve their full potential.

**Name of School:** \_\_\_\_\_

**Name of Principal:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Principal's Acknowledgement:**

- I have read this application and approve its submission.
- I agree to submit the Report Back Form with copies of purchase receipts within one month of approval.

Total Cost of Assistance for the needs of the student(s) in this situation: \_\_\_\_\_

Amount of funding school is able to provide: \_\_\_\_\_

Amount family wishes to contribute (if applicable): \_\_\_\_\_

Amount of funding being requested from HCCEF: \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Date required:** \_\_\_\_\_

Please provide below a brief outline of the reason for the funding request, including the number of students the funding will assist. Please include general information about any other community supports that family may be accessing to meet their needs.

**Save this form and attach it to an email to [clarema@hccf.org](mailto:clarema@hccf.org).**

**Questions?** Contact Marc Clare, Executive Director at (905) 632-6314 ext. 248 or [clarema@hccf.org](mailto:clarema@hccf.org).



## **REPORT BACK PROCESS**

If your application is successful, we require a **REPORT BACK FORM & COPIES OF PURCHASE RECEIPTS** to be submitted by the Due Date listed (one month after application approval).

The Report Back includes the following:

### **1) UPDATES AND SUCCESSES**

- a. Please share the story and the impact that this funding has had on your student(s) / their family.
- b. Please confirm whether the family was made aware of the funding that was provided by HCCEF.

### **2) ALLOCATION FUNDS DISBURSEMENTS**

- a. **Only PDF Application Forms will be accepted** (Effective September 1, 2016).  
Save the form and attach it to an email to [clarema@hccf.org](mailto:clarema@hccf.org).
- b. Please fill in the required fields indicating the Total Allocation, Total Spent & Total Unspent.
- c. Return any unused funds so they can be re-allocated to others in need.

### **3) ACCOMPANYING RECEIPTS**

- a. Copies of purchase receipts that the school has made for this Allocation **MUST** be included.  
Copies of Invoices for purchases such as a school trip are also acceptable.

#### **NOTE:**

Please note that the **Report Back Form** must be successfully completed & **Copies of Purchase Receipts** submitted in order to be considered for future HCCEF funding.

