

St. Lawrence College Foundation

100 Portsmouth Ave,
Kingston, ON K7L 5A6

The Student Association of St. Lawrence College, Kingston Extraordinary Learning Fund

Terms of Reference

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Encouraging and recognizing learning outside of the classroom

TERMS

The Student Association of St. Lawrence College, Kingston Extraordinary Learning Fund ("SA Fund") was created by the Student Association of St. Lawrence College, Kingston ("SA") in order to allow students on Kingston Campus to engage in and/or develop activities - outside of their curriculum - that will have a demonstrable benefit to their academic studies.

Funding preferences include:

- Opportunities that benefit an entire program or year of a program
- Opportunities that benefit a particular student cohort (by demographic, region, etc)
- Opportunities that benefit a particular student activity group (clubs, athletics)
- Opportunities that benefit a single or small group (5 or less) of students

Funding exclusion:

The SA Fund is not designed to offset curriculum costs in a particular program. The SA Fund **will not** support an event or activity that is to be graded and included in a student's evaluation. However, the SA Fund will consider requests for funding opportunities that are being considered for future inclusion in a program's curriculum. Consideration for funding of 'pilot' programs will only be given in their first year of operation and must include a plan for future funding.

Bursaries, scholarships or student aid, and single-student transfer of funds (for emergency needs) will not be considered for funding. The SA already has a bursary fund for that purpose that is managed by The St. Lawrence College Foundation ("SLC Foundation") as a part of the Student Awards program.

ACCESSING the SA Fund

Student groups or programs seeking to access the SA Fund will fill out an application using the SA Extraordinary Learning Fund Application form, available from the SA.

Forms will be submitted to the SA. A selection review committee – comprised of the SA President and his/her designate, a SA Board of Directors member, and a staff member from the Alumni & Foundation Office (non-voting) - will review applications against the SA's determined funding priorities. A scorecard will be developed that will fairly rate applications on a scale of 1-4, evaluating how an application meets SA funding priorities. A designate from the Selection Review Committee will present its decisions to the SA Board of Directors, with recommendations for support at a regular monthly SA Board of Directors meeting. Recommendations will consider the following:

Funding priorities – does the request follow funding priorities established by the SA?
Balanced distribution – does this support result in an uneven application of SA funds to one particular program/school/cohort?

Financial status – given the funds available in the program, is this request financially reasonable?

DISBURSEMENT of the SA Fund

Funds raised for the SA Fund will reside with The SLC Foundation and managed in accordance with the SLC Foundation's investment policy. Interest earned on the fund will remain with the fund in order to grow its value over time. The SA may access these funds by notifying the SLC Foundation of its intended expenditure.

Primarily funds will be transferred by internal means to the School or academic unit of the successful applicant, to offset an expenditure made by the School (ie payment of a transportation invoice for travel to a student conference). Only in rare circumstances will a cheque be issued directly from the SA Fund, as the preferred method of access ensures the highest degree of accountability for donor/student dollars.

FUNDRAISING FOR THE SA Fund

While the SA Fund has been created through the transfer of funds from the SA to the SLC Foundation, the possibility exists that the SA or a similar group may also wish to fundraise directly for the SA Fund as part of a student engagement activity (for example, the proceeds from a student event, or a Student Government Alumni event).

In that circumstance, the SA, along with a representative from the St. Lawrence College department of Alumni & Development, will review proposed fundraising initiatives for the SA Fund to ensure their compliance with the College's fundraising policies, and best practices in fundraising. The SLC Foundation will also be the final authority on the approval of fundraising initiatives that result in the issuance of a charitable tax receipt, in keeping with the legislative requirements of Canada Revenue Agency, Charity Directorate.

Gifts made to the SA Fund will be tracked and recorded by The SLC Foundation, in accordance with the SLC Foundation's policies and procedures. Gifts designated within the fund to a particular sub-designation (ie funds designated for a student conference, competition, etc) will be recorded as such.

REPORTING

With the establishment of the SA Fund, the SLC Foundation commits to providing the SA with a written report on dollars raised as a result of a funding initiative, and dollars residing within the Fund. These reports will be presented at a minimum once per fiscal year or at the request of the SA management.

In return, the SA will mandate groups approved for funding to provide, at minimum, a written report on their efforts. It is also encouraged that groups utilize other forms of media tools to report on events or initiative outcomes, challenges, and successes. This reporting will potentially be used in future communications by the SA or SLC Foundation Development office as examples of student support. The committee encourages groups to elect an event/initiative reporter. This person will be charged with developing the required documentation and then delivery of the final report and associated media no later than four weeks after the event/initiative's completion.

Examples of reporting acceptable methods are:

- An online blog

- A series of digital images following the event or projects with explanations
- A digital video(s)
- Consistent and descriptive micro-blogging or video blogging (Facebook, Twitter, Vine, Instagram Video)
- A written report (Minimum 500 words)
- A 500 word news article with associated digital images.
- A one page Media (press) release
- Press coverage (TV, Newspaper, Radio)

EXTRAORDINARY LEARNING OPPORTUNITIES: NOW AND FUTURE

The establishment of the SA Fund meets the long-term goal of providing a manageable, trackable and accountable vehicle for the SA's funding of extraordinary learning initiatives.

The establishment of ONE fund from which the SA manages requests and the SLC Foundation tracks disbursements, creates a record of the impact the SA Fund has on the student experience in any given year.

Appendix A – Sample ‘Extraordinary Learning Opportunities’

The terms of the agreement have been kept intentionally broad to give the SA the greatest amount of flexibility in use of funds. However, given the over-riding intent of the fund, it's important to understand that 'Student Initiatives' are those items that enhance the student learning environment and impact the most students. For reference, future initiatives could include:

1. Student conferences – specific to learning outcomes, organized by or for students
2. Special projects – research initiatives, projects which test theories learned in the classroom
3. Field visits - trips to workplaces, industry-specific trade shows
4. Industry-specific conferences – attendance at conferences specific to learning outcomes, ideally association sponsored rather than for-profit (such as HRPAO)

EXCLUSIONS:

1. Consideration will not be given to those activities that are to be graded as part of a student's overall evaluation. Consideration will be given to those activities that represent a 'pilot' of future additions to the curriculum, but only in its first year and only if it includes a plan for future funding should the project be successful.
2. Bursaries, scholarships or student aid, and single-student transfer of funds (for emergency needs) will not be considered for funding. The SA already has a bursary fund for that purpose that is managed by the Foundation as a part of the Student Awards program.