

## *Campaign for Kids*

### ***Principal's Fund*** Guidelines and Reimbursement Form

The Directors of the *Campaign for Kids* Foundation Board have established a fund to financially assist schools to meet some of the emergency needs of elementary and middle school children and youth in Kings County. This fund is designed to be used at the discretion of the principal for "short term, child centered" financial assistance to individual students.

Examples of appropriate funding might include but are not limited to an individual student's need for:

- Health supports (e.g. medical, dental, visual, auditory),
- Assistive and/or adaptive items for a specialized educational plan
- Specific school supplies not otherwise being provided
- Fees for School/Extra-curricular activities (not covered by Kick-Off funds or Physical Activity Grants)
- A Special Educational Program specially needed by and targeted to an individual student
- Special clothing - indoor sneakers, winter jacket, gym clothes
- Emergency lunches/snacks

(This fund is not designed to be used for "family" financial needs such as lack of heating oil, groceries, rent etc.)

At the beginning of September each year, Elementary and Middle Schools, will be advised as to the amount of their ***Principal's Fund*** for that school year. The school will be responsible for initially paying for the emergency needs and either at the end of the school year or once the allotted money is spent the Principal can apply for reimbursement on the following form. Upon receipt of this accounting form, schools will receive reimbursement for the amount spent.

Name of School : \_\_\_\_\_ Level: Elementary\_\_\_\_ Middle\_\_\_\_

During this school year (2009/2010) the maximum amount eligible under the ***Principal's Fund*** is **\$500.**

#### **Remember:**

In order to be reimbursed for the money spent you must keep track of your spending on the attached Reimbursement Form (attach receipts, copies of school purchase orders, and/or school cheques, please)

