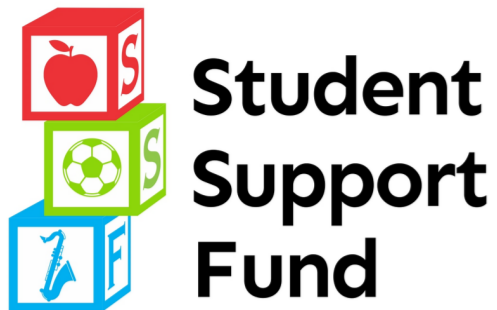


STUDENT SUPPORT FUND STAFF GUIDE



WHY was the Student Support Fund (SSF) created?

The SSF exists to help students who would otherwise not be able to participate in school extra-curricular activities and those who are dealing with emergencies. The SSF helps to ensure students that experience limitations due to financial constraints do not get left out. Applications for support are kept confidential.

HOW do I apply for assistance from the SSF?

The Student Support Fund Coordinator relies on the excellent judgement of our staff to identify students SSF candidates and submit an application on their behalf. You can find the SSF application on the SSF website.

PASS.RCDSB.ON.CA

The application can be found under the How We Help tab - Apply to the Student Support Fund.

Completed applications are to be sent to the SSF Coordinator at conroys@rcdsb.on.ca.

WHAT items does the SSF provide assistance for?

Basic needs (food, clothing)
Extra-curricular program fees (school sports, band)
College application fees
Family emergencies (flood, fire)
Medical, dental costs *
School supplies **

*If the medical or dental costs are covered by another plan or program, that plan/program must be accessed first.

*School supplies the Board is required to provide will not be covered through this fund

WHO can apply to the SSF?

Any principal, teacher, or professional support services staff member can apply for assistance from the Student Support Fund on behalf of a student. All applications must be approved by the principal before they are submitted.

Once an application has been submitted and approved, **the school** (not individual staff members) is responsible for purchasing the requested items and submitting the receipts to the SSF Coordinator.

WHEN will I hear if my SSF application has been successful?

Due to the urgent nature of emergency requests the Student Support Fund Coordinator aims to respond to all requests within 2-3 business days. Approval of SSF applications will be communicated by e-mail.

WHERE can I find out more about the SSF?

You can find us online at PASS.RCDSB.ON.CA and on Facebook @StudentSupportFund.

If you require additional information you can contact Student Support Fund Coordinator - Scott Conroy at conroys@rcdsb.on.ca

Ways you can support the SSF

- Volunteer for fundraising events (i.e. Golf Fore Kids)
- Follow us on Facebook @StudentSupportFund and Twitter @fund_student and share information about the Student Support Fund campaigns and events with your friends.
- Sign up for monthly Employee Payroll Contributions, any contribution will help. If you donate over \$20 a year your donation will be recorded on your T4 as a charitable donation, which can be

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