


# North East School Division - Administrative Procedure

 <b>AP 415 Student Awards</b>	<b>References:</b>	<b>Tracking:</b> Revised - Aug 2023
	<b>Related:</b> AP 420 Advertising and Corporate Sponsorship	<b>Status:</b> Approved – Nov. 2023

## STUDENT AWARDS

The Board of Education sanctions awards for students that are initiated by a variety of organizations and individuals within the school’s community, including but not limited to the Board, the School Community Council, parent groups, school staff, Students’ Council, service clubs, or interested individuals.

These awards require the continuing consent of the principal.

## PROCEDURES

1. Prior to agreeing to establish a new award, the principal is to receive a written proposal from the donor outlining:
  - a. The name of the award
  - b. The type of award: certificate, trophy, or specific dollar amount
  - c. The name of the donor
  - d. The purpose of the award
  - e. The terms and duration of the award
  - f. The specific criteria for selection of recipients
  - g. Who will determine recipients
  - h. When and by whom the award will be presented
  - i. Who will provide for additional costs such as engraving or printing.
2. The principal is to consult with the School Community Council, staff, Students’ Council and the Director of Education when appropriate, prior to making a decision to accept any proposed award. Refer to [Administrative Policy 420 – Advertising and Corporate Sponsorship](#).