

#96027

School Anniversary Celebration Guidelines

The school division recognizes and supports activities highlighting significant milestones in the history of division schools, which may involve present and former students, present and former staff members, and others in the general school community.

1. Types of Anniversary Celebrations

Within the aforementioned context, the school division recognizes three major types of celebrations, which may take place:

a. Formal Anniversary Celebrations

Carried out in recognition of a school as an educational facility in the school division, these celebrations may take place to recognize, from an historical perspective, the social and educational value of the specific school; and shall be organized and conducted within the conditions of this policy. Recognized formal celebrations are restricted to the 25th, 50th, 75th, 100th and 125th anniversaries of any specific school or active school site.

b. Informal Anniversary Celebrations

These shall adhere to the conditions stated above for Formal Anniversary Celebrations, except that they are restricted to 10th, 40th, 60th and 90th anniversaries of any specific school or active school site.

c. Student/Staff Alumni Celebrations

These may be conducted by the student alumni or by the staff alumni as a social function, organized and conducted by the respective alumni members. Functions of this nature which request or require assistance and involvement from the school itself must receive the approval of both the school principal and the Superintendent/CEO, upon written application; and shall be subject to any conditions specified with the granting of such approval.

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2. Organization of Formal/Informal Anniversary Celebrations

The school principal may initiate, or upon written request choose to initiate, a formal/informal anniversary celebration for his/her specific school, which must then be organized on the following basis:

a. Executive Coordinating Committee

All anniversary celebrations must be directed by an Executive Coordinating Committee consisting of at least seven members, which shall include:

- i. the school principal,
- ii. at least one current school staff representative,
- iii. at least one school alumni representative,
- iv. at least one representative from the Parent Council, the Home and School Association, or the School Advisory Committee,
- v. additional members, as required, to meet the minimum committee requirements.

From among its membership, the Executive Coordinating Committee shall appoint a Chairperson, a Treasurer, and a Recording Secretary.

b. Mandate of the Executive Coordinating Committee

The Executive Coordinating Committee shall be responsible for:

- i. organizing and coordinating all activities for the anniversary celebrations,
- ii. determining the specific manner in which the anniversary shall be celebrated,
- iii. appointing sub-committees, as required, to plan and manage specific anniversary celebration activities,
- iv. preparing and monitoring a general budget for the anniversary celebrations, ensuring that the total cost of all activities does not exceed the financial means of the school community,
- v. maintaining such records and minutes which detail its decisions and activities, and those of its sub-committees,

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- vi. establishing, at the onset of planning, a defined purpose for the disposition of any surplus funds generated by the anniversary celebration activities.

c. Financial Management

All formal/informal anniversary celebrations shall adhere to the school division policies regarding the financial reporting and auditing procedures established for school parent councils and other school-identified organizations, as defined in Policy Codes KMAB, KMA-R, KMA (A.1.1).

3. Student Involvement in Anniversary Celebrations

Formal/informal anniversary celebration events shall be coordinated and conducted by the Executive Coordinating Committee and its sub-committees outside of normal school operating hours.

Up to one administration day may be utilized in order to make the school building available for specific celebration activities, upon advance application to and approval of the Superintendent/CEO.

Active student involvement in these anniversary celebrations shall be allowed, provided that:

- a. the anniversary celebration activities will not require students to be absent from their regular educational classes,
- b. the student body, as a whole, shall not become involved with the primary scheduled anniversary celebration activities earlier than 2 months prior to the actual event,
- c. student involvement in any social function related to the anniversary celebrations where liquor is served shall be limited to those students of legal age.

4. Trustee/Administration Involvement in Anniversary Celebrations

In advance of the formal/informal anniversary events, the school board and the Superintendent/CEO's department shall be invited to provide representatives who will bring formal greetings at all planned activities.

5. Role of the Division Communications Specialist

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The division Communications Specialist shall be an ex-officio member of all Executive Coordinating Committees, time permitting, and shall be provided with copies of all reports and minutes relating to the anniversary celebrations on a regular and timely basis.

The Communications Specialist shall maintain a file for each anniversary celebration in order to ensure that timely information on the progress of each celebration is available at the division central office.

Time permitting, the Communications Specialist may assist each Executive Coordinating Committee with any internal or media publicity.

Following the conclusion of the anniversary events, every Executive Coordinating Committee shall provide the Communications Specialist with a detailed final report on the celebrations, with comments and suggestions, so that information of value to future anniversary celebration organizers will be centrally located. The reports shall be made available, upon request, to the Executive Coordinating Committees of future anniversary celebrations to assist them in their planning.

6. School Division Grants for Recognized Anniversary Celebrations

The school board recognizes the importance of formal/informal anniversary celebrations and acknowledges that these activities serve to strengthen school-community relationships. Although Student/Staff Alumni celebrations also have merit, their scope is generally less limited and do not necessarily extend to involve the active interest and participation of the wider school community.

In consideration of the above observations, the school board may assist those schools planning a formal/informal anniversary celebration with an initial funding grant to the maximum dollar amounts listed in the following chart. Written requests for these funding grants must be made to the school board by the school principal, each of which shall be reviewed on an individual basis.

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	Secondary	Middle	Elementary
Formal			
25 years	\$2,000.	\$1,300.	\$1,300.
50 years	3,500.	1,300.	1,300.
75 years	3,500.	1,300.	1,300.
100 years	3,500.	1,300.	1,300.
125	3,500.	1,300.	1,300.
150	3,500.	1,300.	1,300.
Informal			
10 years	\$400.	\$300.	\$300.
40 years	650.	550.	550.
60 years	950.	800.	800.
90 years	950.	800.	800.

7. a) The Board will not recognize celebrations other than those included in Policy INDAA-R.
- b) Elementary and Middle Schools that at some point in their history had housed Senior High programs would be eligible to apply for a discretionary grant different than what is in policy

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