

## **REGULATION #10815.1**

### **BUSINESS DEVELOPMENT ARRANGEMENTS**

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This regulation provides operational guidelines to be used in the consideration and development of recommended business arrangements with School District No. 36 (Surrey), which normally have financial implications.

#### **1. BUSINESS ARRANGEMENT EXPECTATIONS**

All arrangement proposals will be considered using the following criteria as ethical guidelines.

- a) Develop proposals that are consistent with the ethics and core values of the school district.
- b) Benefit all parties mutually.
- c) Treat fairly and equitably all those served by the arrangement.
- d) Set clear objectives and expectations that support the parties' goals.
- e) Allocate resources to complement and not replace public funding for education.
- f) Ensure consistency with employee group collective agreements.
- g) Share ownership to build commitment and encourage participation.
- h) Provide opportunities for all parties to meet their shared social responsibilities toward education.
- i) Acknowledge and celebrate each party's contributions through appropriate forms of recognition.

#### **2. PROCEDURES**

The Associate Director, Business Development & Corporate Services, is responsible for coordinating the identification and development of business arrangement opportunities.

Schools will be required to submit any business proposal which has a financial component that exceeds a \$5,000 value to the secretary-treasurer's office for approval.

If a proposal is deemed to be of a sensitive nature by executive committee, the proposal will be referred to the board for approval in principle and, if deemed necessary by the board, will return for final approval following an executive committee recommendation.

## **REGULATION #10815.1**

### **BUSINESS DEVELOPMENT ARRANGEMENTS**

---

#### **3. AGREEMENTS BENEFITS**

- 3.1. The nature of the business arrangement may dictate how financial proceeds or benefits are distributed. In some instances, a business arrangement may target a specific school or activity.
- 3.2. Where schools or departments take initiative to raise funds via business development arrangements, they will not be expected to subsidize those schools or departments that do not undertake such activities by sharing their financial proceeds or benefits except as noted below.
- 3.3. In the case of financial proceeds or benefits raised through the efforts of the Business Development Department, where possible, all financial proceeds or benefits will be equitably allocated to all schools in the district unless one school, or group of schools, has special reasons, acceptable to the executive committee, to differ the allocation.

#### **4. FINANCIAL PROCEEDS DISTRIBUTION**

Financial proceeds from revenue generation projects will be distributed using the following guidelines. However, there may be special projects and/or sponsor and business associate stipulations that necessitate separate and different plans for revenue distribution.

##### **4.1. Primarily site based projects**

Revenue generation projects that take place at a school site or through school communication networks, and in which there is district involvement in developing and/or operating the initiative, and that generate revenue from promotion or sales to the students, parents and staff of that school or that require ongoing fundraising activity by representatives of the school (ie: revenue generation through the purchase of products by students, parents or staff at a school site):

90% of net revenue will be given directly to the schools involved in the project. When there is more than one participating school in the project, net revenues will be assigned in direct proportion to their participation in the project.

## **REGULATION #10815.1**

### **BUSINESS DEVELOPMENT ARRANGEMENTS**

---

10% of net revenue will go into the pool of funds which executive committee advises on to deal with emergent funding requests that are not funded by the Ministry of Education or other sources.

#### **4.2. Mostly site based projects**

Revenue generation projects that take place at a school site and that impact on the visual appearance of the school's property or affect day to day operations, but that do not promote or sell items to the school's students, parents and staff and that do not require ongoing fundraising activity by the school or its representatives (ie: sign placement on the outward facing wall of school fences):

80% of net revenue to the schools involved in the project. When there is more than one participating school in the project, net revenues will be assigned in direct proportion to their participation in the project.

20% of net revenue will go into the pool of funds which executive committee advises on to deal with emergent funding requests that are not funded by the Ministry of Education or other sources.

#### **4.3. Partially site based projects**

Revenue generation projects that take place at a school site but that do not impact on the visual appearance of the school's property, that do not affect day to day operations, that do not promote or sell items to the school's students, parents and staff and that do not require ongoing fundraising activity by the school or its representatives (ie: placement of radio towers on school buildings):

20% of net revenue to the schools involved in the project. When there is more than one participating school in the project, net revenues will be assigned in direct proportion to their participation in the project.

80% of net revenue will go into the pool of funds which executive committee advises on to deal with emergent funding requests that are not funded by the Ministry of Education or other sources.

## **REGULATION #10815.1**

### **BUSINESS DEVELOPMENT ARRANGEMENTS**

---

#### **4.4. Non-site based projects**

Revenue generation projects that do not involve either a school site nor the staff and students of individual schools (ie: maintenance vehicle business arrangements):

100% of net revenue will go into the pool of funds which executive committee advises on to deal with emergent funding requests that are not funded by the Ministry of Education or other sources.

#### **4.5. Signing fees and bonuses**

Signing fees and bonuses will be assigned according to the above set out guidelines.

#### **4.6. Sites unable to participate in projects**

The intent of the school district is to enhance the education of all students in the district. However, not all schools will be able to participate in all revenue generation projects. Where opportunities have not arisen for one or more school(s) to participate in special revenue generation projects initiated by the committee over the budget year (July-June), those schools will be given priority consideration for support with general funds which executive committee advises on.

Revenue distribution for projects that fall outside of the confines of the above descriptions will be considered by the committee on an independent basis.

*Revised: 2004-01-06*

*Approved: 2002-01-08*