



# STUDENT EMERGENCY FUND PROGRAM GUIDELINES

## PURPOSE

The Student Emergency Fund (SEF) **provides immediate relief** for students, and their families, in emergency situations so they can continue to fully participate in their learning.

For the purpose of the SEF, emergency situations are defined as *serious, unexpected and unforeseen circumstances that require immediate action*. Examples could include:

- Food at home (is there access to a Sharing Cupboard?)
- Medical needs
- Eyeglasses
- Clothing/shoes/winter wear
- Transportation (on a case-by-case basis)
- Other one-time immediate need

## ELIGIBLE AMOUNT OF SEF GRANTS

**Food:** Each approved request for food can be granted to a maximum of **\$250** per HPEDSB student, per school year. *If more than \$250 is required, please provide rational and estimated expense with request.*

*Thank you*

**Other Emergency Requests:** All other requests will be considered on a case-by-case basis, and granted based on the actual cost of items requested.

A SEF request must only include support for students that attend the school submitting request. If siblings attend a different school within HPEDSB, their school can submit a separate request for them.

## OUTCOMES

When a SEF is granted, it should provide at least one of the following outcomes to the student(s) involved:

- Decrease barriers for learning in school
- Improve mental or physical well-being
- Help students fully engage in all aspects of school life

# EXCLUSIONS

**Situations that are not eligible for funding through the SEF include, but are not limited to:**

- Prescription medication expenses (considering both private insurances, OHIP Plus and Trillium coverage should be available for all students)
- Funding for items/costs/course fees to be covered through school based funding
- On-going household expenses (e.g. rent, utilities)
- Extracurricular sporting activities (please refer family to [Jumpstart](#))
- Optional school trips (not a part of a class trip, e.g. Europe)
- Non-sanctioned school events (e.g. Prom)

# PROCESS

**Student Emergency Fund requests are made by sending an email to the Program Coordinator.**

- Requests submitted on behalf of a student must demonstrate careful consideration, ensuring that all internal and external support resources have been fully explored before an application is submitted to The Learning Foundation.
- The Program Coordinator is responsible for receiving requests from schools and verifying that all required information is thoroughly completed and included.
- The request is reviewed, and if it clearly meets the established criteria, an approval notification is sent to the school Principal and any other designated school staff listed on the request form.
- The Program Coordinator will connect with the Principal if additional information is needed.
- If a request falls outside of the SEF guidelines, the Program Coordinator will consult with the Executive Director for a final decision.
- Once approval is communicated via email, school staff shop for items/shopping cards needed and submit receipts to the Learning Foundation for reimbursement along with a **SEF Reimbursement Expense Form \***
- SEF funding will be reimbursed to schools only. School staff are responsible for purchasing goods/services/shopping cards so that receipts are available for HPELF to process reimbursement. Cash or cheques provided directly to families will not be reimbursed.
- An individual student can receive support for different needs throughout the school year, but each need can only be supported once per year. For example, a student may receive support for both groceries and eyeglasses within the same year, but not for groceries more than once

**\*NEW\***

**On the SEF Reimbursement Expense Form :**

- Please provide anecdotal impact information, including testimonials, stories, and photographs that demonstrate how the funds have positively affected students. These personal accounts showcase the tangible benefits of our initiatives and strengthen our case with current and potential donors. Personal information will not be shared publicly.
- Sharing compelling narratives and visuals fosters deeper emotional connections with supporters, enhancing donor retention and acquisition. This feedback is crucial in highlighting the real-world impact of their contributions and encouraging ongoing support for our programs.

The SEF request and expense forms can be found at: [www.hpelearningfoundation.ca](http://www.hpelearningfoundation.ca)