

26 LETTERS OF SUPPORT

From time to time the Board of Education of School District No. 46 (Sunshine Coast) receives requests for letters of support. A review process for letters of support will help determine which requests need to be brought before the board for approval.

- 26.1 The check list detailed in 26.4 will help to determine if the requested letter of support is appropriate.
- 26.2 If the request for support is in accordance with the check list and aligned with the goals of the board's current strategic plan, the board chair or designate can write a letter of support.
- 26.3 If the request for support is not in accordance with the check list, or if the request is not aligned with the goals of the board's current strategic plan, the request shall go to the board for discussion.
- 26.4 The check list for the request of letters of support is as follows:
- All materials must be received at least 7 business days prior to the Regular Board Meeting. The board meeting schedule can be found on our website: <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>
 - The writer's relationship to the project and role in the organization is clearly stated.
 - The applicant agency's mandate is included.
 - The qualifications of the agency applying. Are they an existing school district partner organization? What is their experience in the field for which the funding is being applied for?
 - The request should also include;
 - A summary of the project
 - The anticipated impact/outcomes, or goals
 - All key personnel
 - A budget
 - Other partners involved in the project.
 - A copy of the draft application for review (if available).
 - Include a template/draft letter.