

- completing and providing an annual report to the school board summarizing its activities and detailing the receipt, handling and use of any money in the previous school year.
- 2. Parent involvement and engagement activities that:
 - broaden the number of school events that include parents;
 - diversify the communication tools used to reach parents; and
 - seek out the advice and ideas of other parents.
- 5. Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support.
- 6. Examples of parent engagement activities and projects that funds can be used for include:
 - workshops for parents to increase capacity for school council members;
 - information sessions on how parents can support student learning at home and at school;
 - parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;
 - programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis and Inuit learners;
 - parent resources and tools in multiple languages;
 - events to engage parents on important local issues;
 - parent engagement in promoting the value of arts;
 - trainer/facilitator costs for the professional development, workshops or sessions associated with the above.
- 7. Examples of non-allowable expenses include:
 - entertainment costs, meals, snacks, other food
 - no capital asset purchases
 - activities that have already taken place
 - organization memberships or conference fees
 - fundraising events
 - prizes or incentives to parents and/or students
 - payment to school board staff including honoraria, gifts
 - entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances, etc.
- 8. All funds provided must be spent in the school year in which they are allocated. Any unused funds must be returned to Alberta Education.
- 9. School authorities are expected to support their school councils to ensure funds are spent appropriately.
- 10. As per section 13(2) and 14 (1) of the *School Councils Regulation*, school councils must annually report to the board on the receipt, handling and use of the ASCE Grant.