Person authorized to solicit and collect contributions

Reference : Act respecting school elections to elect certain members of the boards of directors of English-language school service centres, section 206.22

PURPOSE
This directive defines what constitutes soliciting and collecting contributions as defined by section 206.22 of the Act respecting school elections to elect certain members of the boards of directors of English-language school service centres (ASEESSC). It also specifies the content of the canvasser’s certificate and the list of canvassers.

CONTEXT
At all times and under all circumstances, contributions must be solicited and received under the sole responsibility of the authorized candidate, and only through persons authorized in writing by the authorized candidate for that purpose. The requirement to designate in writing the persons authorized to solicit and collect contributions serves two purposes:
• Enabling the authorized candidate to ensure that the amounts intended for him or her are actually received;
• Reassuring the contributor that the money intended for the authorized candidate is actually received by the latter.

REQUIREMENTS
Only the authorized candidate or persons designated in writing by him or her for such purposes may engage in any of the following three activities:
1. Soliciting a contribution, that is to say approaching, requesting or calling upon someone to make a contribution, whether the contribution is made in person, by telephone, by mail, by email, on the Internet or by any other means;
2. Collecting a contribution, that is to say receiving or taking possession of a contribution or arranging for its collection by another person, whether the contribution is made in cash, by cheque or by any other type of payment order signed by the contributor;
3. Issuing a contribution receipt or obtaining a duly completed contribution receipt from the contributor.
The canvasser’s certificate (appendix I) certifies that the authorized candidate has authorized a person to solicit and receive contributions on his or her behalf. The authorized candidate must sign this certificate and provide it to any person who engages in any of the activities described above. Any person who engages in any of these activities must hold a canvasser’s certificate.

The person receiving a contribution must issue a receipt to the contributor. The Chief Electoral Officer provides the authorized candidate with official receipt booklets (see directives D-S-2 and D-S-9 for more information on this topic).

**CANVASSER’S CERTIFICATE**

A template for the canvasser’s certificate is provided in appendix I of this directive. However, the authorized candidate may produce his or her own certificates, provided they contain all the elements included in the template.

A canvasser’s certificate is valid for a maximum period of one year from the date of issue.

**LIST OF CANVASSERS**

The authorized candidate must send all canvasser’s certificates, along with the list of canvassers, to the director general of the English school board at the same time as any financial reports.

All authorized candidates are required to submit a list of canvassers, even if the candidate in question has not designated any canvassers. In the latter case, he or she must submit an empty list, which he or she must sign. A template for the list of canvassers is provided in appendix II of this directive. However, the authorized candidate may produce his or her own list, provided it contains all the elements included in the template.
Canvasser certificate

Under Section 206.22 of the Act respecting school elections to elect certain members of the boards of directors of English school board, I, ____________________________, First and last name.

authorized candidate, designate ____________________________, First and last name of canvasser.

domiciled at ____________________________, Address.

to sollicit and collect contributions for the above-mentioned authorized candidate of the English school board ____________________________, English school board for a maximum period of one year, from _______ Year/month/day_________ to _______ Year/month/day_________.

Signed in ____________________________, Municipality, on _______ Date_________.

_________________________ Signature of canvasser

_________________________ Signature of canvasser candidate

Certificate number: _______ Contribution receipts provided: _______ Number to _______ Number

Canvasser’s declaration

I, ____________________________, First and last name, agree to show, upon request, this certificate to any elector who makes a contribution and to inform the elector that his or her contribution must be made out of her or his own assets, voluntarily, without compensation or consideration, and that it may not be reimbursed in any way.

_________________________ Signature of canvasser

_________________________ Date
Under Section 206.22 of the Act respecting school elections to elect certain members of the boards of directors of English-language school service centres, I, ________________________________, a
authorized candidate of the ________________________________, have designated in writing the canvassers listed below.

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Signature of authorized candidate ___________________________ Date ______________

N.B.: When an authorized candidate designates individuals to solicit and collect contributions, he or she must prepare a list of canvassers and submit it along with the candidate’s reports to the director general of the English school board. When no canvassers are appointed, an empty list must be signed by the authorized candidate and submitted along with the reports.