



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.



SCHOOL ELECTIONS

DIRECTIVE D-S-3

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.



SCHOOL ELECTIONS

DIRECTIVE D-S-3



DGE-5805-VA (20-04)

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 solicit and collect contributions for the above-mentioned authorized candidate of the _____

_____, English school board for a
English school board

maximum period of one year, from _____ to _____.
Year/month/day Year/month/day

Signed in _____, on _____.
Municipality Date

Signature of canvasser Signature of canvasser candidate

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

Canvasser's declaration

I, _____, agree to show, upon request,
First and last name
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



SCHOOL ELECTIONS

DIRECTIVE D-S-3



DGE-5806-VA (20-04)

List of canvassers

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, _____, _____
Name of authorized candidate

authorized candidate of the _____, _____
Name of English school board

English school board, have designated in writing the canvassers listed below.

Name and address	For the period		Certificate number
	From	To	
First and last name	_____	_____	_____
Address			
First and last name	_____	_____	_____
Address			
First and last name	_____	_____	_____
Address			
First and last name	_____	_____	_____
Address			

_____	_____
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.