



**Nannaimo-
Ladysmith**
Schools Foundation

EMPLOYEE HANDBOOK

- 2026 -

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Message from the Executive Director

Whether you are a current employee or new to our team, we are thrilled to have you aboard. Your commitment to our work ensures that we continue to impact the community in meaningful and measurable ways.

When our team sat down to design this handbook, we had one main goal in mind: to create an engaging and enjoyable experience for you. We wanted this to be more than just a guide, we wanted it to serve as a source of inspiration - to empower you as you step into your role.

This handbook serves as an introduction to our organization and aims to familiarize you with the values that guide our work. And while we strive to retain the feel of informal community, we recognize that we need clear policies and procedures to effectively work together and preserve the safety of our employees, and visitors. Therefore, we would ask that you review the summary of key policies and procedures referred to in this handbook.

We're also highly invested in your success and look forward to providing you with opportunities to gain experience and develop skills to reach your full potential. We hope you will find meaning and purpose in your work with Nanaimo-Ladysmith Schools Foundation and can't wait to work with you.



Crystal Dennison

Executive Director

Nanaimo-Ladysmith Schools Foundation

Mission

To empower students to create a better future

Vision

Every student reaches their true potential

Values

- We value all students as individuals and empower them to make a positive difference in their lives and communities
- We value collaboration and partnerships with the community
- We value strong leadership
- We value public education and our unique relationship with Nanaimo-Ladysmith Public Schools
- We value the connection between successful students and a healthy vibrant community

Our Story

Nanaimo-Ladysmith Schools Foundation is a registered charity directed by a board of community volunteers who raise and manage funds to help vulnerable students, support enhanced learning initiatives, and solicit scholarships and bursaries to encourage graduating high school students to continue their education.

All donations are managed in the foundation's own bank and investment accounts. A professional accountant oversees financial activity and annual reporting, which is available to the public at any time. Other than a very small percentage allocated to overhead costs, the dollars raised within the foundation are over 85% paid out to our programs and students directly.

Our Culture

The Nanaimo-Ladysmith Schools Foundation is known for its supportive and inclusive environment. We celebrate diversity, focus on building trust, and involve community members in decision-making processes to ensure our work reflects the needs and values of our students. As team members, we work closely together to maximize resources and achieve common goals. Team members are encouraged to think innovatively, find solutions to challenges and do more with less. Communication is open, and respectful, with an emphasis on teamwork. Employees are empowered with clear guidance; opportunities for skill building, and a chance to see firsthand the difference they make in helping students realize their full potential.

Our Board of Directors

The NLSF board members are dedicated to our student's success by ensuring that every decision supports the mission of empowering students to create a better future. Board members bring diverse talents, including financial, strategic planning and community engagement expertise to help guide the foundation's operations and programs. Their role is to govern with integrity, ensuring sustainable practices and impactful initiatives. Acting as ambassadors, they advocate for the Nanaimo-Ladysmith Schools Foundation, attract funding, and inspire staff, volunteers, and donors. Through proactive planning and risk management, the board plays a key role in navigating challenges and adapting to change effectively.

Our Programs and Projects

Everything we do focuses on our mission – to empower students to create a better future. Here is a list of funds and programs that help to advance our work and how our donors make it possible for us to achieve our goals. If you're interested in supporting any programs, we encourage you to reach out.

Student Support Fund

The Student Support Fund, with generous community support, helps students thrive by meeting essential needs. Through food programs and basic resources, the NLSF ensures students can start each day healthy, well equipped, and ready to learn. From providing breakfasts and school supplies to covering costs for field trips, sports, and graduation, the fund breaks down barriers so every child can fully participate in school, regardless of financial circumstances. Food4Schools supports nearly 2,100 students daily by ensuring access to nutritious meals. Through a dedicated food depot, Food4Schools sources and stores food and delivers it to schools across the district, working closely with each school to meet their unique needs. The program supplies weekly groceries and prepares breakfasts, lunches, and snacks daily, providing students with consistent, healthy nourishment essential for learning and growth.

**FOOD4SCHOOLS
SUPPORTS NEARLY
2,100 STUDENTS
DAILY**

Scholarships, Bursaries & Awards

The Scholarships, Bursaries, and Awards program provides vital financial support to graduating students in SD 68, helping to offset the costs of post-secondary education and training. These awards recognize a range of achievements, including academic excellence, financial need, leadership, community service, and overcoming adversity. The program also offers memorial awards and honours affiliations, enabling students to pursue their future goals and contribute to their communities.

Enhanced Learning Grants

Initially established and funded by SD68 Trustees, these grants enrich the learning environment for both teachers and students within the district. They enable educators to access additional supplies or carry out special projects, fostering creativity and deeper learning opportunities that might otherwise be financially out of reach. Through these grants, NLSF supports innovative classroom experiences that inspire and engage students.

Stock the Lockers

This annual fundraising campaign runs from August 1 to September 15, raising essential funds for the NLSF's Student Support Fund. This campaign directly helps provide students in need with essentials such as school supplies, clothing, shoes, and fees for activities. Through community contributions, Stock the Lockers ensures that all students have what they need to start the school year prepared, confident, and ready to learn.

General Support Fund

Contributions to this fund help cover operational costs and provide immediate assistance in unexpected emergencies for students and families. This fund also includes donor-directed funding, which is used when a donor wishes to have their dollars put toward a specific use or school. The General Support Fund empowers the NLSF to remain flexible and responsive, making an effective difference where it's needed most.

STEM

(science, technology, engineering, & mathematics)

Grants are provided to schools for specific related programs that want to provide in and out-of-class educational experiences for their students that aren't covered by the regular curriculum budget. This can include field trips, in-class activities and equipment that encourage problem-solving and creative thinking.

Music Grants

NLSF offers individual schools music grants to assist with band and choir classes, as needed. These funds are typically used for the purchase of instruments, equipment, and resources to make music education accessible, sustainable, and inclusive for all regional students.

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FLEXIBLE AND RESPONSIVE

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The Way We Work

As an employee with NLSF, we want to ensure you feel supported every step of the way. Our key policies and procedures are designed to provide clarity on workplace expectations, foster a positive and inclusive environment, and set you up for success. Below, you will find some of our key policies and procedures to help get you started. A full version of our policies and procedures can be found on our website.

Privacy

NLSF is committed to ensuring the privacy, confidentiality, and security of all personal information that it collects, uses, discloses and maintains in connection with its programs, services and activities. The foundation will only share an employee's personal information with staff on a need-to-know basis and with third parties with the employee's knowledge and consent, unless otherwise authorized or required under FIPPA (*Freedom of Information and Protection of Privacy Act*), the School Act or other applicable laws.

Respectful Workplace and Code of Conduct Policy

NLSF recognizes the right of all employees to work in a safe and healthy environment, free from bullying, discrimination, and harassment. It is expected that all employees are professional and respectful in their interactions with students, parents, coworkers and the general community. Employees are expected to conduct their duties in an honest, trustworthy, impartial, diligent, and non-offensive manner. Bullying, harassment, discriminatory conduct and violence in the workplace are serious offences and will not be tolerated.

**NLSF RECOGNIZES THE RIGHT OF
ALL EMPLOYEES TO WORK IN A
SAFE AND HEALTHY ENVIRONMENT**

Confidentiality

NLSF employees may be given access to or become aware of confidential or proprietary information of the foundation. Under the Freedom of Information and Protections Act, employees working with confidential information and systems, must always follow relevant Nanaimo Ladysmith Public Schools protocols and take appropriate safeguards to ensure it's stored securely and protected against unauthorized access. Employees must also refrain from discussing students' personal information with their families and friends and must not discuss a student's personal information with fellow employees or volunteers. If an employee is aware of any inappropriate disclosure of confidential or sensitive information, it is their responsibility to notify the NLSF Executive Director.



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