



---

**ADMINISTRATIVE PROCEDURE 365, APPENDIX D**  
**LORRAINE LEE MEMORIAL ENDOWMENT FUND**

**Background**

Lorraine Lee was a long-term employee of Grande Yellowhead Public School Division serving as a school secretary for Harry Collinge High School until her death in October, 1997. The family and friends of Lorraine wish to honor her by encouraging the students of Harry Collinge High School to develop the qualities of character demonstrated by Lorraine.

**Funding**

The equity in this fund will be administered by GYPSD as an endowment fund. Donations to the fund will be tax deductible under GYPSD's charitable status. The principal of the fund will be protected.

The continued funding of the endowment fund will be based on:

1. Potential donor contributions are the responsibility of the sponsoring individual.
2. GYPSD will invest the principal. The interest from the fund will, on an annual basis, be used to fund the scholarship.
3. If the Awards Committee does not have a worthy recipient, the interest will be re-invested in the fund.

**Criteria and Selection**

The recipient of the scholarship will be identified by the Harry Collinge High School Awards Committee. Upon selection of the recipient, the Awards Chairperson shall provide written notification to GYPSD of the recipient. The award will be presented to the student at the annual HCHS awards night.

The candidate for the scholarship shall be a grade 12 student who:

1. Demonstrates an outstanding work ethic; and
2. Demonstrates respect for others and is able to work as a team player.

**Award**

The amount of the award will be determined by the amount of interest earned in that year, and may be added to through family donations to provide for a maximum scholarship of \$500.

Developed: September 1, 2004  
Amended: November 2005