



Directive D-S-3

Certificate of the person authorized to solicit contributions and list of canvassers

Reference: Act respecting school elections (s. 206.22)

PURPOSE

The purpose of this directive is to:

- ◆ specify the content of the certificate of the person authorized to solicit contributions;
- ◆ specify a list of designated canvassers;

CONTEXT

A contribution may only be solicited under the responsibility of the authorized candidate and by way of persons whom he designates in writing for this purpose. Any person authorized to solicit contributions must, upon request, exhibit a certificate attesting to his capacity and signed by the authorized candidate. The person who receives the contribution must issue a receipt to the contributor. For this purpose, the Chief Electoral Officer makes available to the authorized candidate booklets of official receipts.

Every authorized candidate is asked to carefully manage the official receipts that are given to him and remit to the director general of the school board all copies of receipts that he has used for the production of his financial report and, where applicable, for the production of his additional financial report.

Certificate of the person authorized to solicit contributions

The certificate of the person authorized to solicit contributions must contain the following information (see Schedule I):

- ◆ the name of the authorized candidate;
- ◆ the name of the entity for which the contribution is intended;
- ◆ the name of the school board;
- ◆ the name and address of the canvasser;
- ◆ the period during which the canvasser is designated to solicit and collect contributions;



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- ◆ the date on which the certificate is issued;
- ◆ the signature of the authorized candidate;
- ◆ the certificate number (determined by the authorized candidate);
- ◆ the number of contribution receipts given;
- ◆ the statement by the canvasser.

List of persons authorized to solicit contributions

The authorized candidate must prepare and keep up-to-date a list of persons authorized to solicit contributions. This list must include the following information (see Schedule II proposed in this directive):

- ◆ the name and address of each designated canvasser;
- ◆ the period during which the canvasser is designated to solicit and collect contributions;
- ◆ the number of the certificate issued corresponding to each canvasser;
- ◆ the numbers of the contribution receipts issued.

Production of the list of canvassers

The authorized candidate must send at the director general of the school board the list of persons authorized to solicit contributions at the same time as he submits all his financial reports.



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SCHEDULE I

CERTIFICATE OF THE PERSON AUTHORIZED TO SOLICIT CONTRIBUTIONS

Under section 206.22 of the Act respecting school elections, I, _____
_____, authorized candidate for school board of _____
(Name of the authorized candidate)
_____ designate _____
(School board) (Name of the canvasser)
domiciled at _____
(Address)
to solicit and collect contributions in my name during the period from
_____ to _____
(Year/Month/Day) (Year/Month/Day)
Signed at _____, on this _____.
(Municipality) (Date)

(Signature of the authorized candidate)
Certificate number: _____ Contribution receipts remitted: _____ to _____
(Number) (Number)

STATEMENT BY THE CANVASSER

I, _____, designated as a person authorized
(Surname and given name)
to solicit contributions, undertake to exhibit, upon request, this certificate to every elector who makes a contribution and to inform him that **every contribution must be made by the elector himself, out of his own property, and that it must be made voluntarily, without compensation or for a consideration and that it may not be reimbursed in any manner whatsoever, including by a third party (e.g. association, union, legal person).**

(Signature of the canvasser) (Date)



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SCHEDULE II

LIST OF PERSONS AUTHORIZED TO SOLICIT CONTRIBUTIONS

Under section 206.22, I _____
 (Name of the authorized candidate)

of the school board of _____
 (Name of the school board)

have designated in writing the following persons to solicit contributions.

Name and address of the canvassers	For the period		Certificate number	Number of the contribution receipts remitted	
	From	To		From	To
Surname and given name					
Address					
Surname and given name					
Address					
Surname and given name					
Address					
Surname and given name					
Address					
Surname and given name					
Address					

_____ (Signature of the authorized candidate)	_____ (Date)
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N. B.: If you have designated persons to solicit contributions, you must complete this form and return it to the director general of the school board when the financial report is submitted.