

**Ministry of Education**

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**Ministère de l'Éducation**

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Queens Park  
Toronto ON M7A 1L2



**MEMORANDUM TO:** Directors of Education

**FROM:** Elizabeth Harding  
Director  
Learning Environment Branch

**DATE:** August 10, 2010

**SUBJECT:** Community Use of Schools – Definitions for EFIS Reporting  
(2009-10);  
Outreach Coordinator – Final Report (2009-10)

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The purpose of this memorandum is to provide you with information about reporting on the 2009-10 Community Use of Schools program.

As you know, the CUS program provides funding to school boards via Grants for Student Needs to help schools offer affordable access to school space to not-for-profit groups outside school hours. Boards are required to report on CUS through the Education Financial Information System (EFIS).

In order to improve the CUS information received through EFIS, the Learning Environment Branch has developed a set of definitions which explains the terminology used on the Data Form E. Please ensure that the attached definitions are utilized as your board inputs CUS data into EFIS for the 2009-10 school year.

Additionally, improvements to the EFIS Data Form E for CUS will be introduced for the reporting period of 2010-11. Information will be sent to school boards shortly.

In regards to the Outreach Coordinator component of the CUS program, the Transfer Payment Agreement (TPA) signed by your board for this position(s) requires the completion and submission of an annual Final Report to the Ministry. The Final Report will demonstrate how your board's outcomes correspond with the budget set forth in the initial TPA (e.g. increased uptake from the community), as well as successes, challenges and types of outreach conducted over the 2009-10 school year. Please find attached the Final Report template, which must be completed and returned to the Ministry by **September 24, 2010**. The Outreach Coordinator funding for the 2010-11 school year is contingent on the satisfactory receipt of this 2009-10 Final Report.

I would also like to take this opportunity to thank you for submitting your Mid-year Report; the information provided has been quite valuable as the Ministry strives to further improve the Outreach Coordinator component of the CUS program.

Thank you for your ongoing support of the Community Use of Schools program. Should you have any questions or comments, please contact Anthony Falcone ([anthony.falcone@ontario.ca](mailto:anthony.falcone@ontario.ca), (416) 325-2668).

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Elizabeth Harding  
Director

c.c. Outreach Coordinator

Attachments