



## School District No. 27 (Cariboo-Chilcotin)

### DONATIONS – EQUIPMENT AND FACILITIES

**Policy No. 3280**

Effective: April 2009

Initial Adoption: August 1978

#### **Preamble**

Community groups or individuals often wish to donate equipment or buildings structures to schools. The Board appreciates such donations, but must ensure that they do not violate student safety standards, and that they comply with Board plans for the development of the schools.

#### **Policy**

**Subject to the Regulations which accompany this Policy, the Board of Education encourages and accepts donations from individuals or community groups.**

#### **Regulations**

1. All donations must have the approval of either the School Principal or Secretary Treasurer.
2. All items donated to the School District become the property of the School District. The school/district will become solely responsible for repairing and maintaining all donated items. There will be no restrictions, expressed or implied, by the donor as a condition of providing the gift.
3. Individuals or community groups who intend to donate structures, facilities, or materials to construct facilities at a school, shall seek prior approval of the Secretary-Treasurer to ensure safety of students and compliance with overall building plan for the schools.
4. Individuals or community groups who intend to donate equipment or materials to a school, shall seek prior approval of the principal to ensure that the equipment meets district safety standards and is appropriate for a district school. The principal of the school should seek approval of the Secretary-Treasurer prior to accepting any donations if there are any concerns about the nature of the donation.
5. Revenue Canada sets out stringent regulations regarding the issuing of receipts for tax purposes ([www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)). If the donor desires a tax receipt, arrangements must be made with the Secretary-Treasurer prior to donation. Donations valued at less than \$25.00 will not be issued a tax receipt. In-kind used gifts valued at less than \$200.00 will not be issued a tax receipt.
6. Community groups or parent advisory councils intending to construct facilities such as skating rinks, adventure playgrounds, buildings, or fences shall submit sketches and plans of the proposed construction with the

application for approval. The Secretary-Treasurer must approve the plans before construction begins.

7. The District Maintenance Department will be responsible for ensuring that safety standards are met on all approvals.
8. School PACs or other donating community organizations will be consulted prior to redistribution or sale of significant donated assets in their school. Responsibility for consultation will rest with the school principal, except in the case of school closure when it will rest with the Superintendent / Secretary-Treasurer. The School District has legal ownership of all donated assets and as such, the final decision for redistribution rests with the District.