

AP 690 DONATIONS AND SPONSORSHIPS



RATIONALE:

Community donations and sponsorships are positive contributions to the district.

Definitions:

“Donation” is a gift or contribution of money, goods, or services, voluntarily transferred to a school or the school district without expectation of something of value in return.

“Sponsorship” is an agreement between a school, the Board of Education, and an individual group, organization, or community-based group in which the sponsor provides financial or resource support in exchange for recognition.

PROCESS:

1. Corporate sponsorship and donation agreements are supported which:
 - 1.1 treat the welfare of students as a paramount concern;
 - 1.2 enhance the delivery of quality, relevant curricular and co-curricular programs for students;
 - 1.3 are respectful of community standards;
 - 1.4 are consistent with school and district policies and procedures.
2. Subject to the following, the principal of a school may accept or decline a donation of equipment and/or funds unless:
 - 2.1 the donation or sponsorship involves more than one school and consensus cannot be reached, then the matter will be referred to the superintendent of schools for consideration;
 - 2.2 the donation is of a unique nature in which case it will be referred to the superintendent of schools for consideration;
 - 2.3 it exceeds a value of \$5,000 in which case it will be referred to the superintendent of schools or designate.
3. If accepted, donations become the property of the school district.
4. New and used equipment must be of a standard acceptable for use in classrooms and schools and meet district specifications, and the school and/or district must consider costs for installation and maintenance, where applicable. Any donated equipment must be installed by district Operations staff.
5. Upon request, the secretary treasurer or designate will issue a charitable donation receipt in accordance with Canada Revenue Agency (CRA) regulations for registered charities.
6. Should a donation involve a sponsorship of any kind, the sponsorship guidelines below shall be followed.

Donation Guidelines:

1. The principal shall notify the secretary treasurer or designate of any donated item valued at more than \$500.
2. If the purchase involves installation or equipment, a plan for the installation must be submitted to ensure that it meets the specifications approved for the type of installation being considered, ex. playground equipment.
3. All cash donations are to be properly accounted for in accordance with school district guidelines.
4. Official receipts will be issued through the office of the secretary treasurer. See “Charitable Donations Receipt Request” for further guidance and request process.

Sponsorship Guidelines:

1. Sponsors may support school teams and other school activities as well as district-wide events, programs, and activities.
2. The terms of the sponsorship will be as agreed upon by the sponsor and principal(s) of the school(s) in receipt of the sponsorship. The principal shall consult with the superintendent of schools or designate prior to the sponsorship agreement being finalized.
3. When a sponsorship is for the benefit of the district, the terms of sponsorship will be agreed upon by the sponsor and the superintendent of schools or designate.
4. Sponsors may provide money, goods, or services.
5. Sponsors may be recognized in a manner that is mutually agreed upon by the sponsor and principal(s), and/or superintendent as appropriate.