



SECTION:	School and Community Relations	APPROVAL DATE:
SUBSECTION:	Business/Industry Involvement with Schools	LAST REVISED:
POLICY NAME:	Acceptance of Donations, Gifts and Equipment	
POLICY NUMBER:	R.SCR.C.1	

1. ACCEPTANCE OF DONATIONS

All funds received as a donation, must be deposited at site. All supporting documentation including proof of payment and donor information must be forwarded to the Board so that a charitable tax receipt can be issued. The donation of time or service does not qualify for a charitable tax receipt.

2. Acceptance of gifts of materials, equipment, or cash for purchases of materials or equipment. Before the acceptance of any gift of equipment or materials, or cash for the purchase of the same, the following factors must be considered by the school principal:

- Value of the gift to the school's educational program
- Location of the gift in the school building or in the school property
- Applicable installation or repair costs
- Safety, security and maintenance requirements
- Board standards for equipment (e.g., computers, audio visual)
- Commitment required by the school or the Board including ongoing costs if applicable
- Implications regarding inventory and capital asset thresholds

The Board reserves the right to deny acceptance of any donation if it contravenes our code of ethics, is not compatible with the delivery of our educational programs or is cost prohibitive to sustain.

3. CONSULTATION WITH THE DONOR

An individual or group wishing to make a donation should consult with the school principal or the Assistant Superintendent of Corporate Services. The donor will be informed of the following:

- All accepted gifts to schools or the Board will become the exclusive property of the Board and as such become part of the Board's inventory.
- The Board will attempt to honour the intent of the donor as it relates to use and location but does not make any commitment to use, replacement or disposal.
- Installation of and /or alterations to Board property required as a result of the donation will be subject to the approval of the Superintendent of Corporate Services.
- Gifts will be covered by the normal insurance policies of the Board.

4. RECIEPT REQUESTS

When a receipt for income tax purposes is requested, it is the responsibility of the donor to provide a third party appraisal of the gift from a recognized authority, in compliance with Canada Custom and Revenue Agency guidelines. (Please refer to School Generated Funds Policy)

PENDING