

Administrative Procedure 3010 R3
Donations and Grant Applications

Arrangements for donations and grants shall be in writing with clear expectations and/or obligations for both parties.

1. **Definition**

Donations are provided by organizations, commercial enterprises and individuals for equipment, material, services, or scholarships and bursaries.

Grant applications are solicited by the school or school district from recognized institutions or organizations.

2. **Approval of Donations and Grant Applications**

2.1 Principals may approve gifts and donations to their schools to a value of \$1,000.00 and not to exceed \$5,000.00 in one school year providing **all** of the following criteria are met:

- (a) the donation is for direct instructional use to support and enrich student learning, student activities or scholarships and/or bursaries;
- (b) the organization, enterprise or individual is not identified with alcohol, tobacco, pornography, illegal products and services;
- (c) the organization, enterprise or individual does not promote or utilize violence, hatred, physical/emotional abuse, profanity, illegal activities or racist or sexist language, symbols or images;
- (d) any recognition to the donor is discreet and emphasizes the intent or resultant benefit rather than primarily recognizing the donor;
- (e) any recognition of the donor is not included in classrooms or other instructional space during instructional time;

- (f) the donation does not cause activity that infringes on any collective agreement(s) or current labour relations practices;
 - (g) the donation of equipment meets district standards for appearance, health, quality and durability and district electronic operating systems. Used small appliances and microwave ovens shall not be accepted and used stoves or refrigerators must first be approved by the director of maintenance prior to use;
 - (h) the donation is of a level and type that does not require additional district resources, equipment, monies or other additional costs, such as installation.
- 2.2 Any donation or grant application under \$1,000.00 approved solely by the principal shall not include a district level responsibility to repair or replace the equipment. The principal shall inform the donor, in writing of acceptance of the donation.
- 2.3 If any of the above conditions are not met, or the donation/grant application exceeds \$1,000.00, the principal shall forward a request for receipt of the donation or the grant application to the secretary-treasurer who may forward the request to the board.
- 2.4 District-wide donations and grant applications may be received and/or generated by management who may forward requests and/or applications to the board for approval.
- 2.5 Tax receipts may be provided through the district office only. Principals shall consult with the secretary-treasurer prior to accepting donations with tax receipt implications.

3. **Financial Accountability**

All funds shall be subject to the current district financial accounting standards.

4. **Report to the Board**

At the conclusion of each school year, the principal shall submit to the secretary-treasurer, a list of donations or grants in funds, equipment, material or services exceeding \$100.00 and less than \$1,000.00.