

DONATIONS

- POLICY -

The Board of Education values contributions from our communities and welcomes gifts of materials, equipment and money to the School District in accordance with the regulations.

- REGULATIONS -

1. Ownership

All gifts of materials, equipment and money, when accepted, will become the property of the Board. The donor may designate to which school or for which purpose the gift will be given.

2. Approval

- 2.1 All offers of gifts, materials, equipment and money must be approved by the Superintendent or the Secretary-Treasurer in consultation with the principal(s)/supervisor(s) of the receiving school(s)/department(s) prior to the acceptance of the gift. If there is any doubt to the usefulness or appropriateness of the gift, or if there is any concern that the Board may incur additional costs or liabilities as a result of the gift, the gift may be declined.
- 2.2 All materials, books, equipment, etc., donated must meet the same standard as selection criteria (educational, safety, etc.) applied to all School District purchases.

3. Receipt for Tax Purposes

- 3.1 If donors request a receipt for tax purposes, the following will apply:
 1. Tax receipts will not be issued for donations of less than \$20.
 2. Any cash or cheques are to be forwarded to the School Board Office for receipt. Donations in the form of a cheque must be made payable to School District 85. The donations will be allocated to the school or program for which they were intended.
 3. Donations in kind will be evaluated by a person or persons knowledgeable in that area, designated by the Secretary-Treasurer, prior to a receipt being issued.
 4. Tax receipts will not be issued to parent(s)/guardian(s) for payment of fees or donations that benefit their own child(ren).

4. Disposal

As the learning resource or equipment donated becomes obsolete or has completed its useful life, it may be disposed of in accordance with Board Policy.

Adoped: May/95

Revised: Apr/12, Oct/19, Dec/19