

5230 Parent/Community Donations

Policy 5230

STATUS: ADOPTED

PARENT/COMMUNITY DONATIONS

Board Approved and Codified:

Last Revised: June 19, 2013

Description:

The Board of Education welcomes and encourages support from parents and the community, to the District, in the form of donations of equipment and funds to assist schools in the support teaching and learning.

DEFINITIONS:

"Donation" is a gift to a school or the District without expectation of reciprocal provision of goods, services or the establishment of special circumstances on behalf of the donor. The recipient school or District will have sole discretion on the use and/or application of donations.

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Description:

1. The Secretary Treasurer is designated by the Board to manage all donations to the District. S/He may accept or decline a donation of equipment/and or funds when the donation represents a conflict to a school or the school district. If accepted, donations shall become the property of School District No. 59 (Peace River South) to be used at the discretion of the Secretary Treasurer.
2. Donations will not be accepted for the purpose of providing additional services to an individual student within a school. Rather donations for additional services would be accepted only with the condition that said services would benefit the entire school population, and are allocated according to the spending priorities of the principal.
3. Proposals for donations of a significant value or unique nature may be referred to the Board for consideration through notification to the Secretary Treasurer.
4. Equipment, whether for in-school or out-of-school (playground) use, must meet District specifications in design and materials.
5. The school and/or District must consider costs for renovation or installation, where applicable, to ensure that funds are available.
6. Equipment must be installed according to the current practices and standards of School District No. 59 (Peace River South).
7. Upon request, the Secretary-Treasurer or designate will issue a receipt to the donor for a charitable donation in accordance with Revenue Canada regulations for registered charities.
8. Where a significant corporate donation is proposed, a specific contract will be drawn for presentation to the Board for approval. The Board corporate sponsorship guidelines shall be followed. (See Corporate Sponsorship Guidelines)

ADMINISTRATIVE PROCEDURES:

1. Upon notification that a parent or community agency or group wishes to present a gift to the school, the principal will notify the Secretary Treasurer.
2. If the purchase involves installation of equipment, a plan for the installation must be submitted to ensure that it meets the specifications approved for the type of installation

being considered; e.g., playground equipment. Ordinarily the Facilities Manager will arrange for the installation of all donated materials.

3. Official receipts will be issued through the office of the Secretary Treasurer.
4. If the gift or donation involves more than one school, the matter will be referred to the Superintendent of Schools for action.

CORPORATE SPONSORSHIP GUIDELINES:

1. Sponsors may support school teams, bands, clubs, drama productions and other school activities as well as District-wide events, programs, and activities.
2. Commercial enterprises identified with products that relate to alcohol or tobacco or other enterprises deemed by the Superintendent of Schools to be harmful to the health and/or morals of youth will not be accepted as corporate sponsors.
3. The terms of the corporate sponsorship will be as agreed between the sponsor and the principal(s) of the school(s) in receipt of the sponsorship. (For District-wide sponsorships, the parties to the agreement will be the sponsor and the Secretary Treasurer or his designate.)
4. Commercial sponsorship may provide cash, transportation, accommodation, materials, clothing, equipment, food, trophies, ribbons, prizes, etc. All donations of cash or kind should enhance the image of the school and its students.
5. Sponsors may be recognized in programs, press releases, school newsletters, assemblies, posters as mutually agreed upon by the sponsor and principal. There can be no blatant pressure to compel the students or school community to support the commercial enterprise.
6. All cash donations are to be properly accounted for in accordance with the District's accounting procedures.
7. A statement to all sponsor donations of cash or kind shall be made available to the Secretary Treasurer, Superintendent and/or the Board of Education upon request.
8. No cash may be directly paid to any individual player, team coach or club/activity sponsor. No such funding may be used in any way to entice or reward athletes or coaches or to recruit players for the school.
9. The Superintendent of Schools reserves the right at any time to review and, if deemed appropriate, require that the terms of a sponsorship arrangement be revised or terminated.