



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY 1323

DONATIONS AND SPONSORSHIP

APPROVED: 1988.07.05

REVISED: 1995.03.28
2003.09.30

POLICY

The Board of Education encourages support from the community in the form of donations of equipment and funds to assist schools in the district to support student success.

DEFINITIONS:

“**Donation**” means money, goods or services given to a school or the district without expectation of reciprocal provision of goods or services to the donor.

“**Sponsorship**” means the direct supply of money, goods or services that is specifically targeted to a particular program within a school or group of schools.

Responsibility Centre: Superintendent of Schools

References: *School Act*, Section 85, Regulations and Ministerial Orders
Income Tax Act and Regulations

DONATIONS AND SPONSORSHIP

PREAMBLE

The Board of Education supports the involvement of the community in the form of donations and sponsorship. Commitment, cooperation and partnerships with the community are major factors in providing the best possible educational opportunities for students.

This policy sets out basic guidelines for the acceptance of donations and sponsorship in the school district.

Approved: 2003.09.30



DONATIONS AND SPONSORSHIP**REGULATIONS:**

1. All donations and sponsorships should have a positive impact on student success.
2. Subject to the following limitations, the principal of a school may accept or decline a donation of equipment an/or funds.
 - 2.1 A donation from any enterprise identified with products that relate to alcohol, tobacco or enterprise deemed to be harmful to the health and/or morals of youth will not be accepted.
 - 2.2 If the donation or sponsorship involves more than one school, and consensus cannot be reached, the matter will be referred to the Superintendent of Schools for consideration.
 - 2.3 Proposals for donations of a unique nature will be referred to the Board for consideration.
 - 2.4 Total donations exceeding a \$20,000 value from one source will be accepted only upon mutual approval of a specific contract between the donor and the Board.
3. If accepted, donations shall become the property of School District No. 57.
4. New and used equipment, whether for in-school or out-of-school use, must be of a standard acceptable for use in classrooms and schools and meet district specifications.
5. The school and/or district must consider costs for installation, where applicable, to ensure that funds are available.
6. Equipment must be installed according to the standards of School District No. 57.
7. Upon request, the Secretary-Treasurer or his designate will issue a receipt to the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities.
8. Should a donation involve a sponsorship of any kind, the Board's sponsorship guidelines shall be followed (see Appendix).

Approved: 1995.03.28

Revised: 2003.09.30



DONATIONS AND SPONSORSHIP

ADMINISTRATIVE PROCEDURES:

1. The principal will notify the Purchasing Department or the Property Maintenance Department of any item valued at more than \$2,500 that is to be donated.
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.
3. All cash donations are to be properly accounted for in accordance with Policy 3460 School Trust Funds and accounting procedures.
4. Official receipts will be issued through the office of the Manager of Finance.

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Revised: 2003.09.30



DONATIONS AND SPONSORSHIPSPONSORSHIP 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, tobacco or enterprises deemed by the Superintendent of Schools to be harmful to the health and/or morals of youth will not be accepted as sponsors.
3. The terms of the sponsorship will be as agreed upon by the sponsor and the principal(s) of the school(s) in receipt of the sponsorship. The principal shall consult with staff and the parent advisory council prior to the sponsorship agreement being finalized.
4. 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. Education partners will be consulted with prior to finalizing sponsorship arrangements in areas of a perceived sensitive nature.
5. Sponsors may provide money, goods or services.
6. Sponsors may be recognized in a manner that is mutually agreed upon by the sponsor and principal(s).
7. There can be no pressure to compel the students or school community to support any commercial enterprise.
8. No cash may be paid or personal benefit given to any employee of the Board, player, team coach, club/activity sponsor or volunteer. No sponsorship funding may be used in any way to entice or reward any employee of the Board, athlete, coach or volunteer 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.

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