

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

DONATIONS TO THE BOARD	POLICY
EFFECTIVE: 2015 04 28	

POLICY STATEMENT:

The St. Clair Catholic District School Board is a registered charitable organization that may accept a donation where the purpose enhances student learning and well-being and is not in conflict with the Board's Mission, Vision and Strategic Direction.

POLICY GOALS:

1. To ensure that donations are used to enhance student learning and well-being.
2. To ensure that every effort will be made to honour the intent of designated donations.
3. To ensure that any donated gifts-in-kind meet current standards related to safety, building codes and any other applicable standards.
4. To establish procedures for the issuance of official donation receipts and preparation of the annual charity return in accordance with the Canada Revenue Agency Income Tax Act.

DEFINITIONS:

Designated donations – Donations provided to the Board, where the donor has specified where in the Board the support is to be directed.

Donation – Is any voluntary transfer of property for which the donor receives or expects nothing in return. A contribution of services (i.e. time, skills, and effort) does not qualify as a donation for the purposes of issuing an official donation receipt.

Gifts-in-Kind – Is donated property, other than cash, such as computers, musical instruments, etc.