

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. C-8

Adopted: November 21, 2012

Reviewed: October 24, 2018

Revised: October 25, 2023

DONATIONS AND SPONSORSHIPS

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

Policy: The Board of Education welcomes support from the community in the form of donations of equipment and funds to assist schools in the District.

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REGULATIONS

No. C-8

Adopted: November 21, 2012

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DONATIONS AND SPONSORSHIPS

Definitions:

Donation: “Donation” is a gift or contribution of money, goods or services, voluntarily transferred to a school or the School District without expectation of something of value in return.

Sponsorship: “Sponsorship” is an agreement between a school, the Board of Education, and an individual group, organization or community-based group in which the sponsor provides financial or resource support in exchange for the recognition. The following regulations will be followed:

1. Corporate sponsorship and donation agreements are supported which:
 - treat the welfare of students as a paramount concern;
 - enhance the delivery of quality, relevant curricular and extra-curricular programs for students;
 - benefit the school/District;
 - are respectful of community standards;
 - are respectful of the educational setting;
 - are consistent with school and District policies and procedures.
2. Subject to the following, the principal of a school may accept or decline a donation or equipment and/or funds unless:
 - 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;
 - proposals for donations of a unique nature will be referred to the Board for consideration;
 - total donations exceeding \$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. 53 (Okanagan Similkameen).
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, and the school and/or District must consider costs for installation and maintenance, where applicable.
5. Equipment must be installed according to District standards of School District No. 53 (Okanagan Similkameen).
6. Upon request, the secretary treasurer or designate will issue a receipt to the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities.
7. Should a donation involve a sponsorship of any kind, the Board's sponsorship guidelines shall be followed.

Procedures:

1. The principal shall notify the secretary treasurer or designate of any donated item valued at more than \$500.00.
2. If the purchase involves installation or 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 No. C-7 School Generated Funds.
4. Official receipts will be issued through the office of the secretary treasurer.

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. The terms of the sponsorship will be as agreed upon by the sponsor and 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.
3. 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.
4. Sponsors may provide money, goods or services.
5. Sponsors may be recognized in a manner that is mutually agreed upon by the sponsor and principal(s), and/or superintendent as appropriate.

6. There can be no pressure to compel the students or school community to support any commercial enterprise.
7. 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.
8. The superintendent of schools reserves the right at any time to review and require that the terms of a sponsorship arrangement be revised or terminated.