



POLICY 641 – DONATIONS OF EQUIPMENT AND FACILITIES

Community groups or individuals often wish to donate equipment or building structures to schools. The Board appreciates such donations but must ensure that they do not violate student safety standards, and that they comply with Board plans for the development of the schools.

All items donated to the School District become the property of the School District. The district will become solely responsible for repairing and maintaining all donated items. There will be no restrictions, expressed or implied, by the donor as a condition of providing the gift.

Guidelines

1. Individuals or community groups who intend to donate structures, facilities, or materials to construct facilities at a school, shall seek prior approval of the Secretary-Treasurer to ensure safety of students and compliance with overall building plan for the schools.
2. Individuals or community groups who intend to donate equipment or materials to a school shall seek prior approval of the principal to ensure that the equipment meets district safety standards and is appropriate for a district school. The principal of the school should seek approval of the Secretary-Treasurer prior to accepting any donations if there are any concerns about the nature of the donation.
3. Revenue Canada sets out stringent regulations regarding the issuing of receipts for tax purposes (www.cra.gc.ca/charities). If the donor desires a tax receipt, arrangements must be made with the Secretary-Treasurer prior to donation. Donations valued at less than \$25.00 will not be issued a tax receipt. In-kind used gifts valued at less than \$200.00 will not be issued a tax receipt.
4. Community groups or parent advisory councils intending to construct facilities such as skating rinks, adventure playgrounds, buildings, or fences shall submit sketches and plans of the proposed construction with the application for approval. The Secretary-Treasurer must approve the plans before construction begins.
5. The District Maintenance Department will be responsible for ensuring that safety standards are met on all approvals.