



Rationale

Catholic Independent Schools Diocese of Prince George (CISPG) encourages support from the community in the form of donations of equipment and funds to assist CISPG schools and support student success.

Policy

This policy sets out basic procedures for the acceptance of donations and sponsorship over \$10,000 to CISPG schools. School fundraisers like galas, auctions, and dinners include multiple donors and are exempt from this policy, as long as individual donations are less than \$10,000.

DEFINITIONS:

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

GUIDELINES:

1. Donors may provide money, goods or services.
2. Donors may support school teams, bands, clubs, drama productions and other school activities, as well as diocesan wide events, programs and activities.
3. Commercial enterprises identified with products that relate to alcohol, tobacco or enterprises deemed by the Principal and/or the Superintendent of Schools to be harmful to the health and/or morals of youth will not be accepted as sponsors.
4. The terms of the donation will be as agreed upon by the donor and the principal(s) of the school in receipt of the donation. The principal shall consult with the School Council prior to the donation.
5. When a donation is for the benefit of the CISPG, the terms will be agreed upon by the donor and the Superintendent of Schools. Education partners will be consulted prior to finalizing sponsorship arrangements in areas of a perceived sensitive nature.
6. Donors may be recognized in a manner that is mutually agreed upon by the sponsor and principal(s). The principal(s) will consult with the Superintendent prior to agreeing on the form of recognition.
7. No portion of any donations made to schools or CISPG may be given to any employee of CISPG, player, team coach, club/activity sponsor or volunteer. No funding may be used to recruit players for a school team.
8. The Superintendent of Schools reserves the right at any time to review the terms of a donation, and if deemed appropriate, require that it be revised or terminated.

Procedures

1. Donations become the property of CISPG or the specific school the donation was intended for, whichever is listed in the application or agreement.
2. 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 CISPG and Ministry of Education specifications.
3. The school and/or CISPG must consider costs for installation & ongoing maintenance, where applicable, to ensure that funds are available.
4. Equipment must be installed according to the standards of CISPG and Ministry of Education.
5. Upon request, the Parish (for a school) or Diocesan Finance Office (for CISPG) will issue a receipt for the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities. In the case of a service being provided as a donation, the donor will submit an invoice for the service and the school or CISPG will pay the invoice, and then donor can donate the value of the service back in a written cheque to the school or CISPG, and then receive a charitable receipt for the amount of the donated cheque.
6. The principal will notify the Superintendent of any item valued at more than \$10,000 that is to be donated.
7. 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, i.e., playground equipment.
8. All cash donations are to be properly accounted for.
9. Official receipts will be issued through the Parish or Diocesan Finance Office.

References:	Date: August 2023
	Revisions: