

MEMORIAL UNIVERSITY RECREATION COMPLEX INC.
OPERATIONAL POLICY

OP. 16 Donations

PURPOSE

This policy establishes guidelines for the processing and approval of requests for donations.

SCOPE

This policy applies to donation requests from any group, organization or individual.

POLICY STATEMENT

The Works may receive requests from various groups for donations. The Works is *not for profit* therefore has limited resources and ability to provide donations. The Works recognizes the importance and value in providing donations to certain groups. To this end, requests for donations will be managed and processed within the following guidelines:

- I) The Works must receive a written donation request no later than 2 weeks before the donation is required, including contact information and a brief description of the donation use.
- II) A previous donation does not constitute automatic approval of current and/or future requests.
- III) A group or organization will only be eligible to receive one donation per fiscal year, unless otherwise approved by the Director/General Manager.
- IV) Approved donations must be used as specified in the letter of request and may not be sold or used for personal benefit.
- V) The type and value of the donation provided will be at the discretion of the Administrative Assistant but will be limited to promotional items. Larger donations will require the authorization of the Director/General Manager.
- VI) The Works does not provide monetary donations.
- VII) The Works will only contact those whose donation requests have been approved.

Donations may be approved as follows:

- I) Registered non profit/charitable organizations who conduct business with The Works.
- II) Educational institutions having direct relations to The Works.
- III) Any instance where The Works may benefit from the donation.

Donation requests will not be approved for charitable/fundraising events hosted by an individual for personal causes.

AUTHORITY

The Administrative Assistant is responsible to the Director/General Manager for the administration of this policy. The Director/General Manager has the discretion to approve or decline any and all donations.

RESPONSIBILITY

The Administrative Assistant is responsible for reviewing all donation requests and overseeing their distribution. The type and value of the donation is at the discretion of the Administrative Assistant and/or the Director/General Manager.