

Policy Number:	Donation Request & Contribution Policy 01/02
Coverage:	Village of Belledune
Council Approval:	<u>01/ 12/ 10</u> Y M D
Effective Date:	<u>02/ 01/ 01</u> Y M D

## DONATION REQUEST & CONTRIBUTION POLICY

### Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of various forms of donation contributions by the municipality.

### 1.0 Specific Objectives

1.1 The objectives of this policy are to:

- a. ensure that the municipality of Belledune treat all donation requests and contributions equally, fairly and responsibly
- b. ensure uniform standards and procedures respecting the provision and administration of donation contributions by the municipality
- c. provide council and administration with guidelines and standards for donation contributions from the municipality.

### 2.0 Responsibilities

2.1 The Council will:

- a. review, amend, and adopt changes to the *Donation Request & Contribution Policy* as considered appropriate
- b. review, evaluate and make decisions on all donation request at
  - the committee of whole council meeting on the first Monday of the each month (or alternate meeting date according to the by-law)
  - OR**
  - for special circumstances at the next scheduled meeting of council

2.2 The administrative staff (CAO, Clerk Treasurer, Administrative Assistant) will:

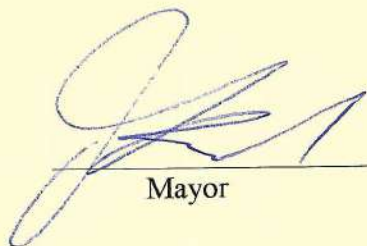
- a. provide for the administration of the procedures outlined in the *Donation Request & Contribution Policy*

### 3.0 Procedures

- 3.1 All donation request must be submitted to the Village of Belledune in writing complete with contact person, name, address, telephone number and who donation is payable to.
- a. donation request under \$250 must be submitted in writing stating all the associated cost, the purpose, the benefits and the amount requested
  - b. donation request over \$250 must be submitted on the standardises **Request Form** which is available at the municipal office (2330 Main Street, Belledune, N.B. E8G 2X9)
  - c. all donation requests should be submitted by the 1<sup>st</sup> day of the month prior to the event or in special circumstances as soon as the event is known about.
- 3.2 The following categories of applications will be evaluated and considered:
- a. individuals
  - b. youth groups
  - c. adult groups
  - d. registered organizations & committees
  - e. non-registered organizations & committees
- 3.3 Proof of purchase or receipt in the amount of the donation will be required.
- 3.4 Upon receipt and approval of donation request the administrative staff will follow the following procedures of the *Donation Request & Contribution Policy*:
- a. at the committee of whole council meeting on the first Monday of the each month (or alternate meeting date according to the by-law)
    1. prepare and submit to Council a list of all donation requests for that term
    2. have available at that meeting all associated original submission request letters and forms
  - b. following a decision of council, proceed with carrying out the directive of council as soon as possible
  - c. keep a detail-computerised record (spreadsheet) of all donations made for the fiscal year and submit to Council on a regular basis.

Adopted this 10 day of December 2001

  
\_\_\_\_\_  
Clerk/Treasurer

  
\_\_\_\_\_  
Mayor



***Village of Belledune***  
**DONATION REQUEST & CONTRIBUTION POLICY**  
**REQUEST FORM FOR DONATIONS OVER \$250**

*Team Name or Organization:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

*Telephone #:* \_\_\_\_\_

*Fax #:* \_\_\_\_\_

*Contact Name:* \_\_\_\_\_

*Telephone #:* \_\_\_\_\_

*Fax #:* \_\_\_\_\_

*Cell #:* \_\_\_\_\_

*Amount of Funds/Donations Required:* \$ \_\_\_\_\_  
*(Attach written clarification on purpose and benefits)*

1. *Approximate Cost Involved* \$ \_\_\_\_\_

2. *Dollars raised by your organization through other fund raisers* \$ \_\_\_\_\_

*(Note: raffles, bake sale, donations)*

*Funds Required (#1 - #2)* \$ \_\_\_\_\_

*Does your organization have any funds?* Yes \_\_\_\_\_ No \_\_\_\_\_

*(Please check one)*

*If yes, explain why additional funds are required and how they will be spent.*

*Donations approved for the purchase of equipment will require a copy of proof of purchase.*