

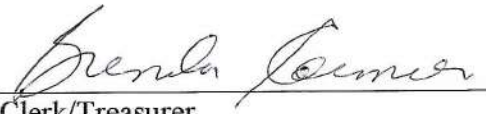
Policy Number:	Donation Request & Contribution Policy Amendment 01/02 - 2003
Coverage:	Village of Belledune
Council Approval:	03/ 07/ 14 Y M D
Effective Date:	03 / 07/ 14 Y M D

**DONATION REQUEST & CONTRIBUTION POLICY
AMENDMENT
01/02 - 2003**

The Donation Request & Contribution Policy 01/02 - 2003 is hereby amended by the following changes being made to section 3.2
Add subsection:

- f. individuals applying for a donation because they are accepted to a Provincial Team or a (AAA) Team will be approved to a maximum of \$100.00 per calendar year.**

Amendment adopted this 14th day of July, 2003


Clerk/Treasurer


Mayor

Policy Number:	Donation Request & Contribution Policy 01/02 Amendment 01/02- 2003		
Coverage:	Village of Belledune		
Council Approval:	01/ 12 / 10 Y M D	Amended:	03/ 07 / 14 Y M D
Effective Date:	02 / 01 / 01 Y M D	Effective Date:	03 / 07 / 14 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 1st 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
 - f. individuals applying for a donation because they are accepted to a Provincial Team or a (AAA) Team will be approved to a maximum of \$100.00 per calendar year.
- 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 10th day of December, 2001

Brenda Cormier
Clerk/Treasurer

Joe Noel
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.