



# School District No. 19 (Revelstoke)

## Policy Manual

### 4.10 CHARITABLE DONATIONS AND SPONSORSHIP AGREEMENTS

The Revelstoke School District is registered with Canada Customs and Revenue Agency (CCRA) as a charitable organization for the purpose of:

1. promoting post-secondary education through bursaries and scholarships; and
2. donation/contribution of monies that could be used for the acquisition of teaching aids and/or equipment to be used in a classroom setting for the benefit of students.

The Board of School Trustees supports the use of the district's charitable status to actively solicit donations or sponsor projects which support local school and district programs, services, activities, facilities and grounds toward the above stated purpose.

#### Guidelines

The Secretary-Treasurer will manage the school district's registered charitable organization status and sponsorships under the following guidelines:

1. donors will be permitted to direct their gifts to specific programs, services and activities as allowed by CCRA;
2. all donations must meet CCRA guidelines to be eligible for a tax receipt;
3. organizations and individuals seeking sponsorship by the School District must submit a written proposal;
4. sponsored projects must meet the approval of the Secretary-Treasurer or Superintendent prior to receiving authorization to use the district's Registered Charity number;



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5. after approval of a project for sponsorship, a formal sponsorship agreement will be developed;
6. proposals for donations or sponsorship of a unique or controversial nature, or resulting in a district-wide impact, will be referred to the Board for consideration; and
7. donations of funds received shall be held in trust in the District bank accounts until it has been ensured that the funds have been expended in accordance with the purposes stated.