



Policy No.: 1100.11

Donation Policy	Topic:	Effective Date: April 1, 2005
		Approved By: RES 531-11-08-96 RES 004-01-22-08
Governance	Subject Area:	Date of Next Review: March, 2012
		Date(s) Revised: January 22, 2008

Policy Statement:

Yellowhead County recognizes that many community events/fundraisers are hosted by non-profit, volunteer community groups, and that a number of these events are in the interest of the municipality. Council recognizes that these groups on occasion may require a municipal donation of money and/or some other form of “in-kind” support to assist the hosting of the event/fundraiser.

Purpose:

To provide Council and Administration with guidelines/criteria on the subjective allocation of funds and/or in kind contributions to non-profit volunteer community groups hosting an event/fundraiser that is of interest to the municipality.

Council Guidelines;

Council may provide a donation of money and or an in-kind contribution that in the opinion of council is in the interest of the municipality. This subjective decision will be based on the value the event has to the community , budget considerations and the following criteria;

Criteria:

1. All requests shall be in writing addressed to the Chief Administrative Officer and should outline why the request is of interest to the municipality.
2. Normally, no more than one donation may be made to the same community group/organization in one fiscal year.



3. The community group/organization shall be based within the geographic boundaries of Yellowhead County (includes Edson/Hinton)
4. The community group /organization must be not for profit.
5. The community group /organization must acknowledge the County's contribution in all publicity relating to the event.
6. Donations are NOT available ;
 - To individuals
 - For charitable causes
 - For sports teams
 - Religious organizations

Managerial Guidelines:

1. The Chief Administrative Officer will include, for council consideration, funding in the annual budget for donation requests.
2. The Chief Administrative Officer has delegated authority to approve an "in-kind" donation for a single event up to a maximum value of \$250.00.
3. All cash donation requests or donations in kind in excess of \$250.00 shall be presented to council for consideration.

Mayor

Date

January 22, 2008