

**1. Rationale**

The Simcoe County District School Board (SCDSB) aims to provide the facilities, equipment and resources needed to support sound educational programs in its schools. The board recognizes that it is not economically feasible to provide everything which schools or school communities may find desirable. Since it is also a fundamental objective of the board to promote a mutually supportive relationship between the educational community and the community, the board wishes to encourage community groups, organizations and individuals to assist the board in providing material and financial resources to schools, which otherwise might not be available.

**2. Policy**

It is the policy of the SCDSB that donations of various kinds, which support or supplement the instructional programs of the schools, may be accepted subject to the guidelines of the board.

**3. Guidelines**

- 3.1 The Director of Education is authorized to provide for the acceptance of any donation.
- 3.2 Prior approval of the Director of Education or designate is required in order to accept donations in the following categories:
  - 3.2.1 creative or adventure playgrounds;
  - 3.2.2 running tracks at elementary schools;
  - 3.2.3 any items which require a modification to buildings;
  - 3.2.4 vehicles other than wheelchairs;
  - 3.2.5 any item which is offered by a donor for purpose of a sales promotion or the promotion of a particular organization; and,
  - 3.2.6 computer hardware, software and/or accessories.
- 3.3 Items donated to schools will be retained at the receiving school under the ownership of the SCDSB. The board will retain the discretion to remove, repair or modify any item which is obsolete, worn-out or unsafe.
- 3.4 Principals are required to keep a separate and permanent record of donations received by the school from individuals or organizations, exclusive of funds raised by the school or funds provided by students for special activities such as field trips.
- 3.5 The Director of Education is authorized to issue a receipt to donors on behalf of the board as a registered charitable organization within the guidelines provided by Canada Customs and Revenue Agency for charitable donations.

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- 3.6 No member of the SCDSB Board of Trustees or official or other employee of the board is permitted to receive a personal gift or donation from any supplier of goods or services to the school board.
- 3.7 The board will permit school principals to authorize school staff, students or a school-parent/guardian organization to approach within the school community, individuals, organizations or businesses, to encourage support for school programs through the donations of goods or services which will be of direct benefit to students.
  - 3.7.1 The board expects such solicitation will be carefully monitored by the principal to promote goodwill within the school community.
- 3.8 Award criteria for scholarships over \$1,000 won by trustees or staff at trade events, as recommended by the winner, will be subject to approval by the Board of Trustees.

**4. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JUNE 27, 1990  
REVISED OCTOBER 22, 2003  
REVISED OCTOBER 24, 2007  
REVISED FEBRUARY 23, 2011  
REVIEWED APRIL 22, 2015  
REVISED DECEMBER 20, 2017  
REVISED NOVEMBER 30, 2022**

*APM A1060  
APM A2140  
APM A2610*