

**Village of Elnora Policy:**

**Request for Donations**

**POLICY NUMBER:** 14-10

**POLICY PURPOSE:** It is the policy of the Village of Elnora to deal with all requests for donations, either monetary or in kind with a uniform standard to ensure proper stewardship of public funds.

**POLICY:**

1. Village Council will allocate funds in each annual budget for disbursement by requests for donations through the recreation department. The Elnora Recreation Board will be responsible for reviewing any incoming recreation related requests and deciding how said funds will be disbursed in accordance with Bylaw #325.

2. All other donation requests not pertaining to recreation will be dealt with according to the following guidelines;

a) monetary donations will not be made except for recreation related projects where section 1 will apply.

b) silent auction and door prize donations will not be made.

c) special occasions (e.g. anniversaries or birthdays) will be recognized by certificate or letter. Where possible a member of Council or an alternate will attend to present the certificate.

This policy refers to all requests made, whether by an individual, organization or non-profit group.

**This Policy was adopted by Village Council on \_\_\_\_\_.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator