

FRASER VALLEY REGIONAL DISTRICT

Recreation, Culture & Airpark Services

DONATION POLICY

Date Issued: February 26, 2017

Date Amended: March 5, 2019

PURPOSE

The Recreation, Culture & Airpark Services Commission (RCASC), in an effort to manage requests for donation of recreation admission passes, facility and equipment rentals and advertising space, the following policy has been created.

POLICY

The Recreation, Culture & Airpark Services Commission recognizes the efforts undertaken by volunteer service organizations and various non-profit groups and is dedicated to assisting wherever financially viable. Each year, and on an ongoing basis, numerous requests for facilities and/or services are received.

The Recreation, Culture & Airpark Services Donation Policy and Procedure was developed to assist the Commission's efforts to fulfill as many community requests as possible while remaining accountable to area residents and taxpayers.

GUIDELINES

- a) One request (ie 10 pass) per organization will be prioritized per annum, subsequent requests will be considered on a case by case basis
- b) Individual facility pass requests (one time use) will not be considered except in special circumstances
- c) School requests will be considered on a case by case basis, not to exceed total value of \$2000 per school district
- d) All requests for donation must be made in writing, and approved by management
- e) Equipment/space donated is based on availability and is at the discretion of staff. Due to prior bookings and RCAS organizational requirements, requests identifying specific dates may not be accommodated
- f) Meeting space donation requests must be accompanied by a Meeting Space Application Form and must also meet the requirements of the Meeting Room Use Policy
- g) No monetary contributions will be made
- h) Requests valued at over \$1000 or new user group requests will be brought forward to the Recreation, Culture and Airpark Services Commission for consideration

PROCEDURE

A written request for donation can be dropped off or emailed to the Recreation Centre a minimum of two weeks prior to required donation date.

Donation requests should include the following information:

- Formal request letter on the non-profit organization's official letterhead
- Reason for request
- Donation request type (meeting space, passes, advertising, etc.)
- Fundraising event date (if applicable)
- Contact Information including:
 - Name of Organization
 - Contact Person
 - Address
 - Phone Number
 - Email Address

Donation requests can be submitted to:

Manager, Recreation, Culture & Airpark Services
1005-6 Avenue
Hope, BC
VOX 1L4
leisure@fvrd.ca

amendments:

03/19

housekeeping (title change)

(b) Individual facility pass requests (one time use) will not be considered except in special circumstances