

**Policy Title:** Draft Donations Acceptance Policy

**Date Created:** 10 Feb 09

**Review Date:**

**Policy Number:** Facilities-1

**Body of Origin:** Caretaker

**Review Authority:** Caretaker, Facilities Committee

**Purpose:** TRWS has the right to decline or accept donations. If a donation is offered, prior to receipt of the item, the procedure for receiving donations must be followed and the donation acceptance form must be filled out. A TRWS designated individual or committee with expertise in the realm of the donation area will examine and determine the usefulness of the item being donated to the school. *It is understood by the donor that if an item is accepted for receipt by the school, the former owner/donor surrenders all claims on it. TRWS is at liberty to use, dispose of, sell or re-purpose the donation in any way it determines will benefit the school and its related programs.* When a decision has been made about receipt or decline of the item, the potential donor will be notified of the decision, and thanked for their consideration of the school for the donation. All donations regardless of purpose or value must follow the donation procedure. Donors will be supplied with a tax deduction form for the donation, if requested.

**Related Procedures and References:** Donation Acceptance Procedure (Facilities-a), Donations Acceptance Form (Facilities Form-1), Tax Deduction Donation Form (Bus.Form-1)