

## CHINOOK COMFOR LTD. DONATION POLICY # 2017-2018-01

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**Approved by: Chinook Comfor Board of Directors**

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### Record of Policy Review:

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Additional Comments</i>
(month, yr)	(month, yr)	(eg. changes to legislation)	(name)	(eg. Details of new legislation)

### Purpose:

To provide guidance to the management of Chinook Community Forest on:

- requests for donations and sponsorship; • criteria to be used in evaluating the requests, and;
- monetary limits to donations.

### Donation Committee

The Donation Committee will consist of the Directors of the Board. These Directors will serve a one (1) year term on the Donations Committee. The intent is to have Directors from the Board serve on the Donations Committee on a rotational basis.

Decisions of the committee will be decided by a majority vote.

At the discretion of the Donations Committee, requests over \$5,000 can be referred to the full Board for consideration.

## **Criteria**

The Donations Committee will consider donations to individuals or not-for-profit groups that meet the following criteria:

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- Local Education:
  - Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a recognized postsecondary institution in resource management or environmental science
  - Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a trade school
- Service clubs in the Lakes Timber Supply Area
- Outdoor recreation in the Lakes Timber Supply Area
- Recreation facilities in the Lakes Timber Supply Area
- Sporting teams and events in the Lakes Timber Supply Area
- Sponsorship
- Community Organizations

## **Application**

Requests for Sponsorship and Donations up to \$500 require a letter only outlining the request and include the name, type and size of organization or group, name of the primary contact, contact information, and the amount requested followed by a brief description of what the funds are intended to be used for.



Amounts up to \$5000 per request, meeting the donation criteria will be considered by the Donations Committee.

Requests over \$5,000 may be approved contingent on half of the funds being secured or leveraged from other sources. A Contribution Agreement is required for donations over \$5,000.

Requests over \$500 must use our Application form and include the name, type and size of organization or group, name of the primary contact, contact information, and the amount requested followed by a brief description of what the funds are intended to be used for.

While all applications will be considered, requests may be denied based on the merits of the proposal and the financial position of CCF. Because the mandate of the Board is to consistently provide equal contributions to similar requests, funding may be provided differently than requested.