

DONATIONS

Background

The Board considers it desirable to recognize and acknowledge the contributions made by donors.

Procedures

1. A donation to the school may be accepted or refused Senior Administration (or designate).
2. Once a cash donation or merchandise donation is accepted, it immediately becomes the property of STEM Innovation Academy Society.
3. All requests for an official tax receipt shall be forwarded to the Secretary-Treasurer accompanied with supporting documentation and the purpose for which the donation is made.
4. Official charitable donation receipts will be issued by the Society in accordance with the provisions of the Income Tax Act.
5. Where a donor places a restriction on the use of any donation, the school will endeavor to comply with the wishes of the donor but reserves the right of final decision over the use of that donation. Where a restriction cannot be fulfilled by the school, the donation will be returned in its entirety to the donor.
6. Cash Donations
 - 6.1. All cash donations are gratefully accepted; official charitable donation receipts will only be issued for donations of \$25.00 or more.
 - 6.2. All cash donations for which an official charitable donation receipt is requested should be made payable to STEM Innovation Academy Society and be processed through the Secretary-Treasurer of the Society.
 - 6.3. All cash donated to the school shall be receipted, recorded and accounted for in the appropriate manner including a clear indication for the purpose for which the donation is made.
7. Donations in Kind
 - 7.1. Donations in kind may be accepted if compatible with the school's needs.
 - 7.2. If a tax receipt is required, all invoices, cheques and donation forms must be received by the Secretary-Treasurer (or designate) no later than 60 days after the donation is accepted by STEM Innovation Academy.
8. Donations may be acknowledged in the following ways:
 - 8.1. letter from the Charter Board, the Superintendent and/or the Principal;
 - 8.2. official charitable donation receipt issued by the Society (upon request by the donor); and/or
 - 8.3. mention in school communications.

Approved: April 2023