

# FRASER VALLEY REGIONAL DISTRICT

## Recreation, Culture & Airpark Services

### DONATION POLICY

Date Issued: February 26, 2017

Date Amended: February 25, 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  
V0X 1L4  
leisure@fvrd.ca

*amendments:*

02/19

*housekeeping (title change)*

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