



803C
Requests for Donations, Sponsorships and Promotional Items

Prepared By: Community Services

Council Approval Date: 19-Dec-09

Effective Date: Immediately

Council Resolution No.: 19-414

References: Municipal Government Act Section 202,
Natural Person Powers

POLICY STATEMENT

The Town of Olds shall provide guidelines for consideration of requests for Donations, Sponsorships or promotional items of gifts and/or services by Groups or individuals that create a benefit to the Town of Olds Community.

PURPOSE

This policy establishes regulations to guide the Town in providing Donations, Sponsorships and promotional items.

SCOPE AND GUIDELINES

This policy applies to internal and external requests for items including, but not limited to: give-a-ways, door prizes, silent auction items, appreciation gifts, furnishings and in-kind contributions.

DEFINITIONS

“Community” means the geographic area established as the recreation boundary surrounding Olds (the lands legally described within the boundaries of Mountain View County as per Schedule 5, in the Intermunicipal Cooperation Committee Master Agreement).

“Donation” means a charitable gift without expectation of benefit, but may include acknowledgement of a donor.

“Groups” means not-for-profit, local Groups, newly formed youth and student Groups.

“Sponsorship” means a transactional relationship with an expectation of some measure of overt publicity, financial benefit, or return on investment.

RESPONSIBILITIES

The Chief Administrative Officer (or designate) is responsible to administer this policy within the terms and conditions established.

STANDARDS

1. **All Requests will be forwarded to the Director of Community Services prior to presentation to Council**
 - a) All requests for a Donation received by the Town shall be reviewed to ensure the request meets basic criteria and includes required information as per policy and procedure.
 - b) Requests for Donations up to and including \$500.00 may be approved by the Chief Administrative office or designate. Approved requests shall be available to Council for information.
 - c) Requests for Donations in excess of \$500.00 must be approved by Town Council.

2. The Town may upon approval:
 - a) provide a monetary Donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town that will have a positive benefit to the Community.
 - b) lend certain furnishings to local Groups that will assist them in hosting their local event.
 - c) provide promotional items.