

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Donations to School and or Board

SECTION/CODE:

Purchasing C - 3

APPROVAL DATE:

September 14, 2026

SUPERSEDES:

November 14, 2022

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REVIEW DATE:

October 2030

POLICY STATEMENT

Donations to The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) and Burkevale Protestant Separate School are welcomed by the Board. The Board may accept donations of various kinds on behalf of the School. The donor and purpose of the donation will supplement the instructional program of the school and will not be in conflict with the curriculum expectations or the Board's Mission, Vision and Values statements and Mutli-Year Strategic Plan.

PURPOSE

To provide direction on receiving and accepting donations to the Board and School.

Administrative Guidelines:

1. Donations must adhere to all health and safety standards as established by the Health and Safety Committee and appropriate legislation.
2. All property donated to the School becomes the exclusive property of the Board.
3. The Board will not necessarily repair, replace, maintain or insure any donated item.
4. The Principal is responsible to notify the Board of any potential items that will be donated to the School.
5. The Board has the final discretion to determine whether or not to accept a donated item.
6. Any monetary donation shall be forwarded to the Manager of Finance of the Board accompanied with an appropriate background description detailing donor and directions regarding the funds.

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7. When the terms of the donation are acceptable to the PSSBP (i.e. consistent with its strategic priorities or to further promote the educational opportunities of students), the donation will be accepted by the PSSBP through the Manager of Finance and the Supervisory Officer.
8. No member of the Board or official or other employee of the Board is permitted to receive a personal gift or donation from any supplier of goods or services to the School or Board.
9. The Board will permit the Principal to authorize school staff, students or a school-parent organization to approach within the school community, individuals, organizations or businesses, to encourage support for school programs through the donation of goods or services which will be of direct benefit to students.

The Board expects such solicitation will be carefully monitored by the Principal to promote goodwill within the school community.
10. The Board is not a registered charity and will therefore not provide a charitable receipt for any donation received. The Board, at its own discretion, will also not provide receipts under its status as a public body performing a function of government.