

**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:

November 14, 2022

SUPERSEDES:

May 8, 2017

NUMBER OF PAGES:

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REVIEW DATE:

October 2026

Donations to Burkevale Protestant Separate School are welcomed by the Board. The Protestant Separate School Board of the Town of Penetanguishene (PSSPP) may accept donations of various kinds on behalf of Burkevale 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 of donations to the 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. All inventory items must be reported during regular inventory updates.
5. The Principal is responsible to notify the Board of potential items to be donated to the School.
6. The Board has the final discretion to determine whether or not to accept a donated item(s).
7. 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 board.

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8. The board will permit the school 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.