

## Administrative Procedure 507

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### DONATIONS TO SCHOOLS

#### Background

Individuals and groups wishing to make donations to schools within the division may do so as long as the identified procedures are followed.

#### Procedures

Donations will be accepted if:

1. The money, goods or equipment remains the property of the Board
2. Unless specifically designated by the donor, the Board reserves the right to alter or dispose of the goods or materials in anyway that will enhance their use in the division.
3. Receipts are issued for all cash received.
4. Receipts may be issued for goods received provided the donor presents proof of the value of the goods.