

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Donations to External Entities

EFFECTIVE DATE: September 16, 2008

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

1.2.1 All college employees and members of the Board of Governors.

1.3 Purpose and Principles

1.3.1 The purpose of this policy is to outline the instances in which the College will make monetary and non-monetary donations to external entities. In order to support advocacy, advancement and development of strategic industry and community alliances and relationships, Canadore College will participate in regional, provincial, national and international events which require monetary or in-kind contributions.

1.4 Policy

1.4.1 The college may pay for items such as corporate tables at non-partisan events which enhance the profile of the college and support advocacy, advancement or public and private partnerships beneficial to the College.

1.4.2 Tickets to fundraising events may be purchased when attendance at such events by Board members, College employees or students supports advocacy, advancement or partnership development and/or enhances the profile of the College.

1.4.3 Donations of gifts or in-kind services may be made to external organizations when they support enhanced profile, advocacy and advancement, and partnership development.

2. ROLES AND RESPONSIBILITIES

2.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and all subsequent amendments.

2.2 President

The President is responsible for ensuring that all college employees are aware of the requirements of this policy and that compliance is monitored.

3. EVALUATION

This policy will be reviewed by the Board of Governors every 3 years.