

ONE STEP LEARNING OPPORTUNITIES CENTRE. GOVERNANCE POLICIES

Policy	Title:	Effective Date:
	Donations/Gifts In Kind	January 01 2021

PURPOSE

One Step Learning Opportunities Centre (OSL) is a not-for-profit organization which is accountable for all donations received in support of its established charitable purpose to Canada Revenue Agency (CRA) www.canada.ca/charitablegiving

OSL is incorporated charitable organization that solicit for contributions, partnerships, and donations in support of its charitable purpose, namely:

- To advance education by establishing, maintaining and operating Learning through Play Daycare Centre in Entumbil Ghana
- To undertake activities ancillary and incidental to the attainment of the above-mentioned charitable purpose

The OSL Board of Directors is responsible for ensuring all accepted donations to One Step Learning are in support of OSL priority initiatives and that OSL is not placed in a conflict of interest position and the ethical principles of OSL are not compromised.

This responsibility has been delegated to the Board members, principal and Local Manager

POLICY

DONATIONS

OSL will accept both cash and donations in kind of materials and labour.

OSL will accept donations in support of OSL priority initiatives under the following conditions:

- That the donation is put toward resources required to conduct the operation of OSL daycare;
- That the donation facilitate and meet the vision and values of the OSL;
- That the donation be freely given in accordance with CRA guidelines;
- That the donation places no obligation upon OSL unless otherwise arranged in accordance with CRA charitable donation guidelines; and
- That the donor does not expect any present and/or future material benefits in return for the donation, unless that meets CRA guidelines.

Donated monies will only be used for direct capital and operating expenses which support OSL purpose.

Donated monies will not be used for speculative purposes.

SOLICITATIONS

All solicitations of donations to OSL in support of its operations must be approved by the Board, founders, principal or Local Manager prior to solicitations of donations taking place.

Solicited donations will be spent on purposes for which they were solicited. If alternative uses of the funds are necessary, donors and/or their representative will be consulted by OSL.

All solicitations of donations must follow standards outlined in the Alberta Charitable Fundraising Code and CRA Charities guidelines.
http://www.qp.alberta.ca/1266.cfm?page=C09.cfm&leg_type=Acts&isbncln=0779738705

SOLICITED DONATIONS

General Approval Process:

Any team member/staff/ volunteer/parent/guardian or team lead wishing to solicit donations from any source must first have the approval of the OSL.

When letters are written approaching service clubs, foundations, etc. for donations of any kind, one of the following officers in that order must sign the letter or correspondence as he/she is available: the President, or founders, Principal or Local Manager.

When any business or person is approached for donations:

- A list will be kept by the team member/team lead to be forwarded quarterly to the President or Directors for review and discussion with the Principal and Local Manager. This list will include the name of the business and what was donated.
- Thank you letters will be written and signed by the President and/or principal.

UNSOLICITED DONATIONS

- Any donations offered to OSL must be reported to the President and/or Directors for accounting and CRA reporting purposes.
- The President, the Board or Principal will consider the matter and decide whether or not to accept the donation or bring forward to the Founders for consideration and approval.

RECEIPT OF DONATIONS

- Donated monies will be deposited as soon as possible;
- Charitable receipts will be issued for donations of money or gifts in kind if requested; and
- No charitable receipts will be issued for gifts of time or service. CRA does not require receipts to be given for labour.

DATE ISSUED/SUNSET DATE

Issue Date: January 01, 2021

Sunset Date: