



Preparing Today's Learner for Tomorrow

## Administrative Procedure 7060

### ***Donations to External Groups of Organizations***

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**Board Governance Policy Cross Reference:** [1, 13, 14, 16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) recognizes that many local organizations provide valuable enhancement of programs and services offered by the Division and schools. As such, the Division will consider financial or in-kind donations according to the criteria outlined in this administrative procedure.

1. A request for funds or gifts in kind must be made in writing to the Superintendent's Department.
2. The request will only be considered if the following criteria are met:
  - a) the request is educationally appropriate to support the educational opportunities of ISD students or staff and/or is supportive to the Interlake School Division Continuous Improvement Plan: and
  - b) the organization is not for profit.
3. All requests will be considered by the Superintendent's Department and will be approved based on school division needs and budget.
4. The Division may request a follow-up in writing, or by presentation on how the funds were utilized to support the requesting organization.