

DONATION POLICY

Introduction:

In the interest of being consistent and transparent with donations made to external community stakeholders, the Clarenville Area Chamber of Commerce needed to adopt a clear precise policy.

The Clarenville Chamber is committed to positively impacting the communities it services by providing assistance to local schools, minor hockey, and organizations. The Chamber is pleased to support these organization's fundraising endeavors through the donation of past prints and ornaments.

This Donations Request Policy has been developed as a way to create consistency and fairness to organizations that ask for the Chamber's support. Since the Chamber receives a large volume of requests, we try to fulfill as many requests as possible and cannot guarantee that every donation request will be met. This document is intended to assist the Clarenville Chamber in establishing an organizational donation policy in support of the communities it serves.

It has been determined by the Board of Directors that the Clarenville Area Chamber of Commerce will donate 2-3 items on a monthly basis. After the number has been awarded, there will be no further donations considered until the beginning of the following month.

Donation to External Groups:

All requests for donations shall be in writing and shall identify the following criteria:

General Information:

- The Name of the Organization
- Contact Person who the Chamber will correspond with
- Mailing Address of the Organization
- Contact Information of the organization

Applicants should include the following information in their correspondence:

- A brief history of the event or initiative.
- A clear description of how the event/program benefits the community
- The date the event is planned to be held
- Explain how the Clarenville Area Chamber of Commerce will be profiled during the event.

The Criteria which the Clarenville Area Chamber of Commerce will use to determine the approval of donation requests:

- All donation requests must adhere to the eligibility criteria
- All donations must be made in writing approximately 2-3 weeks prior to the event taking place
- Has the CACC contributed to the organization in the past?
- Are they a member of the CACC?

- Does the request/event fall within the Chamber's Objectives
- Must be for a non-profit purpose (businesses cannot benefit financially from the sale of the prints donated for events)
- Must show the social benefits
- Must show the recreational benefits
- Must be from the local area represented by the CACC:
 - ✓ Clarenville/Shoal Harbour
 - ✓ Random Island
 - ✓ Smith Sound (Milton to Burgoyne's Cove)
 - ✓ Clarenville to Port Blandford
 - ✓ Clarenville to Charleston
 - ✓ Adeytown/Deep Bight
 - ✓ Hillview to St. Jones's Within
 - ✓ Southwest Arm

Please forward requests for donations to:

Office Manager
Clarenville Area Chamber of Commerce
263 Memorial Drive, Suite 203
Clarenville, NL A5A 1R5

Fax: (709) 466-5803

Email: info@clarenvilleareachamber.net

Please Note: The Clarenville Area Chamber of Commerce does not generally provide financial donations.