



POLICY 1.4 GENERAL DONATIONS AND SOLICITATIONS

Department: Administration

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

PURPOSE:

To establish guidelines for the Company for making charitable donations to groups/individuals.

POLICY:

The Peace Regional Waste Management Company may donate funds or provide promotional material to not-for-profit groups for programs or events that create a benefit to the Community.

SCOPE:

This policy applies to all Company donations.

PROCEDURES:

General

- a. The Board shall annually establish a budget for donations and promotional items.
- b. Requests for donations must include a statement describing the community benefit the donation will provide.
- c. Requests for donations must be specific in regards to the donation requested.
- d. The Company may approve all, part, or deny any request received.

Approval of Requests for a Donation

- a. Requests for donations up to and including \$500.00 may be approved by the General Manager.
- b. Requests for donations in excess of \$500.00 must be approved by the Board.
- c. All relevant financial statements or budgets must be presented in order to be considered for a donation.

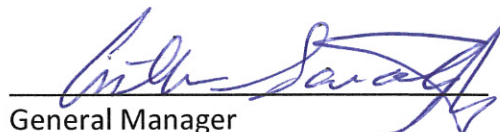
Approval for Requests for Promotional Material

- a. Requests for promotional material will be approved by the General Manager subject to availability.
- b. A register of donations shall be maintained.

Approval for Request for Gift in Kind

- a. Requests for use of Company equipment, facilities or manpower shall be approved by the General Manager subject to availability of resources.


Chairman


General Manager