

## **School District Charitable Organizations – BEST Foundation**

The Board of Education is registered with Revenue Canada as a charitable organization, and the Board supports the use of the district's charitable status to actively solicit donations to support local school and district programs, services and activities.

### **General**

The BEST (Building Education Success Together) Foundation will be established to manage the school district's registered charitable organization status. The mandate of the BEST Foundation will be to actively solicit a complete range of tax-deductible donations as allowed by the Canada Customs and Revenue Agency.

The Charitable Organization will be governed and administered by the school district.

The Board of Education will function as the Board of Directors for which the Superintendent and Secretary-Treasurer serving as the executive officers for the BEST Foundation.

The Board may appoint, as necessary consultative committees to advise on marketing, investment and other matters related to the operation of the BEST Foundation.

Donors will be permitted to direct their gifts to specific programs, services and activities as allowed by Revenue Canada. Donors will not be permitted to specify that the contribution is to be directed towards a particular person.

All donations must meet Canada Customs and Revenue Agency Guidelines to be eligible for a tax receipt.

Donors may establish endowment funds, which allow gifts to be invested and the earnings used to fund specific programs, services and activities.

Schools will have an account with the BEST Foundation and will be permitted to use the organization to actively solicit donations for the school's purpose.

All costs for operating the BEST Foundation will be funded from non-foundation sources.

### **Charitable Donations**

Gifts to individual schools that involve advertising, are of a major nature, would require installation or upkeep costs, or would involve possible Board liability may not be accepted without prior approval of the Secretary-Treasurer.

In order for the school district to issue tax receipts for gifts of property the following process must be followed:

- The school principal must complete the Best Foundation Donation form indicating that the gift is of value and utility to the educational programs of the school. The donor must be identified including their status with the Board of Education (i.e. employee).

- An independent appraisal establishing value must be procured from a professional appraiser and attached to the donation form.
- Upon receiving a donation, the Secretary-Treasurer is authorized to determine whether specific instances should be referred to the Board.

**Date Adopted: February 2001**

**Date Amended: May 2002**

*Cross Reference: [Commercial Activity in Schools by Outside Agencies Administrative Procedure #303](#)  
[Education Business Community Partnerships Administrative Procedure #503](#)*