

**SOLICITING DONATIONS
TO THE
KERRISDALE COMMUNITY CENTRE AND SOCIETY POLICY**

PURPOSE

To eliminate duplicate solicitations for gifts to Kerrisdale area merchants and organizations.

CONTEXT

Some merchants and organizations have reported being approached by multiple Kerrisdale Community Centre and Society representatives requesting donations within a single year.

RESPONSIBILITY

President of the Society or delegate.

REQUIREMENTS

A. Complete List of Potential Donors and Record of Requests and Responses:

1. The President will ensure that a complete and up-to-date list of all Kerrisdale area merchants and organizations who have been asked for donations to the Centre and / or the Society over the previous 3 years and the result of those requests is maintained by the Administrative Assistant to the Board.
2. Merchants and organizations who have already donated within the current calendar year will not be approached in the same year, unless an exception has been established.
3. KCC and KCCS will not approach merchants and organizations who have requested that they not be solicited again for a minimum of 3 years.

B. Persons Seeking Donations on Behalf of the Centre or the Society:

1. Any person seeking to collect donations to the Centre and / or Society from local area merchants and organizations must discuss their intention with the President before requesting donations.
2. Any donations to the Centre and / or Society and their source must be reported to the President within two weeks of receipt. The KCCS will send a written acknowledgement to the donor.
3. Any solicitations that have been refused must also be reported to the President within two weeks.

SCOPE AND LIMITS OF THE POLICY

This policy applies to all members of the Board of Directors, Board committees and Kerrisdale Community Centre staff.