

Bragg Creek & Area Chamber of Commerce (BCCC)

DONATION/SPONSORSHIP POLICY

The Board of Directors will set a donation/sponsorship budget for the year. Recognizing that the BCCC's mission is to be a supportive resource for business people who wish to learn, grow and create a stronger business and a more robust and sustainable community there is limited ability to fund donation/sponsorship requests. All requests must therefore adhere to and support the overall mission of the BCCC.

DEFINITIONS

Donation: the provision of monetary goods to a registered charity where a receipt for the value of goods can be provided for taxation purposes.

Donations made by the BCCC are intended to provide goodwill in the community and support and encourage partnerships and collegial relationships among various groups.

Sponsorship: the provision of monetary goods or services in exchange for advertising, marketing and promotional opportunities.

Sponsorships will provide public recognition for the BCCC and attract prospective customers to the business community.

DONATION/SPONSORSHIP REQUEST CRITERIA:

1. Consideration for requests will be based on the annual funding availability for the current year's projects. Multi-year requests will NOT be considered.
2. Applicants requesting donations must include:
 - Name of organization requesting support:
 - Individual making application
 - E-mail Address:
 - Mailing Address:
 - Phone #:
 - Name of Event/Purpose:
 - Amount requested:
 - Description of the event or activity for which the funding is being requested.
3. Donation requests will be considered if they are representative of the BCCC bylaws, values, mandate scope of purpose and mission.
4. Donation requests will not be considered for the following:
 - Individuals
 - Non-member for - profit businesses (unless it will benefit a large percentage of membership & region)
 - Religious Organizations
 - Political candidates, parties or organizations
 - Operating expenses
 - Reimbursement of funds already expended

DONATION/SPONSORSHIP REQUEST REVIEW AND DECISION-MAKING PROCESS:

1. The President will screen all donation/sponsorship requests to determine whether they meet the BCCC's criteria as set out in this policy
2. Requests that meet the criteria will be presented to the Board of Directors.
3. Requests which appear to further the agenda of the BCCC and the local business community will receive preferred consideration, as will requests made by BCCC members.
4. Weight will be given to requests that have long-term benefits to the community (larger community or business community/region and/or to the image/provide public recognition opportunities for the BCCC
5. The BCCC Board of Directors will vote on all donation/sponsorship requests.
6. Approval of donation/sponsorship requests will require a simple majority of the votes tallied. A tie vote will be deemed a negative vote.
7. Approved requests will be funded by cheque within 30 business days. Cheques will be issued to the name of the organization making the request and will not be issued to an individual.

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