

The Edmonton Nature Club (ENC)

Donations Policy

Scope

This policy applies to all ENC volunteers who solicit and/or otherwise receive donations in support of ENC activities and programs.

Overview

Donations are an important part of ENC program funding and are often made by the general public during Speaker's Program events, or via ENC website. Grant applications may also be made to supplement programs as a more direct source of funding. Donations and grants must be budgeted for if there is a reasonable expectation to receive them, or if they are fiscally necessary to fund a program.

Communication

Any volunteer purporting to represent ENC soliciting donations in ENC's name must inform the Executive of ENC prior to taking any action to obtain donations. This applies to both budgeted and unbudgeted donations. Each grant application letter must be reviewed and signed by an Executive member prior to submission to the intended donor. This ensures that the contents of any application for donations best represents ENC Members' interests, ENC Objectives and ENC Bylaws, and are structured with consistent messaging. It also assures legitimacy to the potential donor that the request has been approved by ENC.

In the case of online applications, a copy must be saved and forwarded to the Executive at the time it is completed.

Procedure

All donations by cheque must be made out to The Edmonton Nature Club, and sent to ENC at ENC mailing address. All electronic transfers are to be directed to ENC main chequing account. All monies received in whatever form, whether solicited or unsolicited, will be deposited into ENC main chequing account, after which notice and supporting documentation (to the extent that such supporting documentation exists), must be given promptly to the Treasurer by the volunteer concerned.

Although funds may be earmarked for certain purposes by the donor, donations will remain in ENC main chequing account prior to further distribution. Excess funds of any given donation can be used for other ENC programs as appropriate. No receipt can be given to the donor for charitable tax receipt purposes as ENC is a Not- For- Profit entity as opposed to a Registered Charity.

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