

<b>Marlton Recreation Council Standard Operating Procedure</b>	
<b>Section:</b> Administration	<b>Number:</b> 102.06
<b>Subject:</b> Acceptance of Donations	
<b>Effective Date:</b> 10/10/2019	<b>Page:</b> 1 of 3
<b>Last Revised:</b>	<b>Supersedes or replaces: V1C4</b>
<b>Issued by:</b> MRC Executive Board	
<b>Approved by:</b> MRC Executive Board	
<p>The Written Policies developed by the Marlton Recreation Council are intended to provide a system for the orderly operation of youth sports, and do not enlarge any MRC member's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Policies can only be the basis of an internal complaint against any member of the MRC, and then only in conjunction with disciplinary action.</p>	



**Purpose:**

- A. To provide clear guidance to the Marlton Rec Council Executive Board and its individual sports' program in furthering the mission of the MRC and its acceptance of donations that are consistent within the values and mission of the Marlton Rec Council.

**Policy:**

- A. It shall be the policy of the Marlton Rec Council to ensure that all donations received by the MRC are accepted from individuals, organizations, companies and businesses that further the mission of the MRC and represent values that are consistent with the values of the MRC. When an individual, organization, company and/or business makes a donation to the MRC and it is found that they do not meet the mission and values of the MRC, the donation will not be accepted.

**Procedure:**

**A. Types of Donations**

- a) Monetary: Cash or check that provides the MRC with funds to further enhance the sporting experience of the children in the MRC.
- b) Real Property: An item of equipment, uniform, property or other tangible piece of property that can be used to further enhance the sporting experience of the children in the MRC.
- c) In-Kind Services: Any service provided to the MRC that fulfills a MRC need, that further enhances the sporting experience of the children in the MRC.
- d) Securities/Bonds: Financial asset that provides the MRC with financial

**B. Means of Donations**

<b>Marlton Recreation Council Standard Operating Procedure</b>	
<b>Section:</b> Administration	<b>Number:</b> V1C4
<b>Subject:</b> Acceptance of Donations	
<b>Effective Date:</b> 10/10/2019	<b>Page:</b> 2 of 3



1) **Non-Disclosed Donations:** Donations made by individuals, organizations, companies and businesses through means that do not result in public disclosure of the donation. Examples would be:

- Making a check payable to the MRC and mailing it to the MRC.
- Anonymous donations.
- Purchasing a raffle ticket.

2) **Public Donations:** Donations made by individuals, organizations, companies and businesses where the individual, organization, company and/or business will be publicly connected to the MRC, one of its individual sports programs or to children in the programs, through a public acknowledgment. Examples would be:

- Presentation of the donation at a General Board Meeting, an individual sports' board meeting, at a sporting event or social gathering of an individual sports program or at any other public or semi-public event.
- Anytime the donor and a member or the MRC are photographed making and accepting the donation or acknowledged for the donation.
- Any time public/press information will be released by the MRC, it's individual sports programs or by the individual, organization, company and/or business announcing the donation and its relationship between the MRC and the individual, organization, company and/or business.
  - The above includes printed and electronic releases as well as social media postings.

**C. Considerations for the Acceptance of Donations**

- A. The MRC will solicit and accept donations from individuals, organizations, companies and businesses who can provide the MRC with resources to facilitate youth sports.
- B. The MRC will strive to ensure that individuals, organizations, companies and businesses that we accept donations from are consistent with our mission and values.
- C. The MRC will not accept donations from any individuals who have a history of criminal activity, crimes against children, crimes involving drugs, crimes of moral turpitude or crimes that do not reflect the image, mission or values of the MRC.

**D. DONOR APPROVAL PROCESS**

- A. There will be no approval process required for non-disclosed donations under \$1,000.00.
- B. All non-disclosed donations greater than \$1,000.00 and any Public Donations will require approval of the MRC Executive Board.
- C. Donations requiring approval will require the following:
  - a. Email the MRC Executive Board Treasurer the donation information, including the company, business or organization who will be making the donation, as well as the names of all individuals who will be associated with the donation.

<b>Marlton Recreation Council Standard Operating Procedure</b>	
<b>Section:</b> Administration	<b>Number:</b> V1C4
<b>Subject:</b> Acceptance of Donations	
<b>Effective Date:</b> 10/10/2019	<b>Page:</b> 3 of 3



- b. The email will include what is being donated, the value and the intended use of the donation.
- c. The email will include the means of publicly acknowledging the donation.
- d. The providing of this information for approval shall be made well in advance of the donation and the donation shall not be accepted until the MRC Treasurer reviews the donation with the MRC Executive Board and the acceptance of the donation is approved.
  - i. As part of the approval process the MRC may require those making the donation to undergo a background check to ensure they meet the values and mission of the MRC before the donation is approved for acceptance.
    - a. If a background check is required, the donor will be emailed the link to the MRC background check system, and they will complete the background check in the same manner as a prospective coach. The Safety Director will receive the background check results. The Safety Director will advise the MRC Executive Board if the donor's background meets the values and mission of the MRC.