

**Rotary Club of Charlottetown**  
**Donations Policy -- Final Draft (September 7, 2005)**

**1. General:**

This policy provides guidance as to the types of donations and the routine for processing donation requests made to the Rotary Club of Charlottetown.

**2. Mission Statement:**

To provide monetary assistance to well-deserving, non-profit organizations which have the respect and confidence of the community and whose activities are of direct benefit to the community and are compatible with the Objectives and Ideals of Rotary.

**3. Policy:**

1. The Rotary Club of Charlottetown provides donations to well-deserving, non-profit organizations which have the respect and confidence of the community and whose activities are of direct benefit to the community and are compatible with Rotary objectives. Individuals may also be eligible.
2. Donations shall normally be given to groups and organizations that do not have well-developed fund raising capabilities or that are not primarily in the business of fund raising and where those donations have the potential for greatest impact.

If and when special circumstances arise, the Donations Committee shall seek direction from the Board prior to processing the application.

3. Donations to organizations shall normally be made to support infrastructure rather than ongoing operations. Exceptions might be made where the Club has chosen an organization as one of its ongoing projects.
4. Donations shall be made in the name of the Rotary Club of Charlottetown. Donation recipients shall be encouraged to indicate that the Club is one of their supporters.
5. All correspondence relating to donations shall be reviewed by the Donations Committee. Written recommendations from the Donations Committee shall be presented to the Board of Directors and/or the general membership of the Club for approval.
6. Donations approved by the Board of Directors that are greater than \$500 in value are required to be approved by the general membership of the

Club following proper “Notice of Motion” and in accordance with the Club’s Act and By-laws.

7. The Donations Committee is expected to share information respecting donation requests with the other Island Rotary clubs on a regular basis. Where one or more of the other clubs is considering financial support for a particular project, there may be an opportunity for several clubs to provide support thus maximizing Rotary’s exposure within the community.
8. The Club Secretary shall make arrangements for the presentation of cheques and the scheduling of recipients’ presentations at a Club meeting for donations of \$500 and over.

**4. Donations Committee:**

1. The Donations Committee shall be composed of the current President and the two most recent Past Presidents with the immediate Past President acting as Chair. The Committee may invite other persons to assist with the analysis of applications.
2. The Committee shall meet once a month, or at the call of the Chair, to review donation requests and to make recommendations.
3. The Committee shall review and research each donation request, as required, and shall make recommendations to the Board of Directors of the Rotary Club of Charlottetown.

**5. Funding:**

The Club Board of Directors via the Club budget establishes the annual amount of funds and the account (Auction, Easter Seals, etc.) for which the Donations Committee shall be responsible to make recommendations to the Board. The policy of the Club is to spend such donation funds which were raised in the previous Rotary Year.

**Funding Sources and Criteria:**

**Auction** - There are no restrictions on the use of donated funds from this account.

**Easter Seals** - Donation funds from this account shall be expended in a manner consistent with the agreement between the Club and ESMOD (Easter Seals March of Dimes) and the Club and the Provincial Easter Seals Agreement. Specifically, donation funds shall be expended to assist physically challenged persons.

**Spring Dinner Auction - No restrictions**

**Hole-in-One - No restrictions**

**6. Projects Eligible for Donations:**

Donations shall be made as hereby stated under “Policy”.

Wherever feasible, the following information shall be gathered and utilized by the Committee in making recommendations on donation requests:

1. Where donations are made on an ongoing annual basis, the organization is required to provide current and complete financial statements of the organization or, where appropriate, of the individual making the request;
2. A description of the project or of the services provided by the organization or the individual and how the funding will be administered;
3. Whether or not previous objectives in terms of money and services were met by the organization or individual;
4. Whether commitments and/or conditions of previous donations were fulfilled; and,
5. Whether or not the organization or individual has a public profile which would suggest a probable completion of the project/services outlined in the application.

**7. Guidelines for Donations:**

Each application shall be assessed on its individual merits. The donation amount to be recommended or approved shall include consideration of the following:

1. The potential value of the requested donation funds to the community and individual(s);
2. The relative importance of the requested donation funds and, where applicable, of the organization within the community;
3. A preference for applications from organizations as opposed to applications from/for individuals; and,
4. Compliance with the requirements, as previously stated, under “Projects Eligible for Donations”.

Recipients of donations shall be required to submit a report to the Donations Committee Chair by a specific time on the outcome or success of projects/services funded by the donation and specifically how the funds were expended. Agreement to submit such a report shall be a condition of acceptance of the donation.

Recipients shall also be willing to attend one of the Club's regular weekly meetings to make a presentation on the project or service funded by the Club's donation in excess of \$1,000. Where the donation is in excess of \$1,000, beneficiaries shall be required to do a press release announcing their project and our Rotary Club support.

## **Business Development/Entrepreneurial Fellowship Program**

### **1. Program Objective:**

To foster and promote the development of the Island (with preference for the Queen's County area) business community through encouragement and the development of an Entrepreneurial Fellowship Program for young Islanders graduating or recently graduated from a post secondary institution.

### **2. Name of Program:**

Business Development

### **3. Components of the Program:**

- A. Immediate Component: Fellowships to bright, able-bodied, Island students graduating from post secondary institutions who are prepared to remain on the Island and go into business or to recently-graduated Island students who are living and working off Island to entice them to return to the Island to go into business
- B. Potential Long Term Component: Development of Business Centres of Excellence

### **4. Some Elements of the Fellowship Program:**

- (a) Amount: \$5,000 per recipient per year
- (b) Period of Recipient's Commitment: 3 years
- (c) Renewal: Maximum 2 years
- (d) Number of Annual Fellowship Awards: maximum 3

### **5. Guidelines, Information and Application Process for the Fellowship Program:**

To be developed by a separate committee in consultation with the Donations and the Scholarship committees

### **6. Program Funding Sources:**

Auction, Spring Dinner Auction, Hole-in-One