



Policies & Procedures Manual

Policy No. 1.18 (BP- Pemberton & District Community Centre Fitness Pass Donation)

Pemberton & District Community Centre Fitness Pass Donation

Purpose

The Pemberton and District Recreation Service provides fundraising resources such as prizes, giveaways, raffle, and auction items ("Donation") in the form of fitness passes to help raise funds for community organizations in the Village of Pemberton and District (Area C) each year.

The intent of this policy is to establish guidelines for the Pemberton and District Recreation Service to review requests for fitness pass donations.

Objectives

- To provide the Recreation Department with a consistent response to requests for donations.
- To provide clear procedures for staff when responding to requests for donations.
- To develop a donation request process which provides guidance to community individuals, groups and organizations/events.

Criteria

Organizations are eligible to receive only one Donation request fulfillment in a 12 month period. Additional requests may be considered but cannot be guaranteed.

In an effort to affect the greatest amount of positive change for the greatest number, all individuals, groups or organizations/events who receive Donations must be of a nature that will support the majority of the residents in the Village of Pemberton and Area C.

To be considered eligible for a Donation, an individual, group or organization/event must:

- Have limited or no government support or funding;
- Be an event that supports the local community;
- Not be the recipient of any other financial or other type of assistance from the Squamish-Lillooet Regional District; and
- Agree to acknowledge the Pemberton and District Recreation Service's contribution.

Donations May Include

- Fitness Centre passes or complimentary registrations to programs / services

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Request Process

Written requests can be received via email, at pemrecinfo@slrd.bc.ca or via letter to the Pemberton and District Community Centre, 7390 Cottonwood Street - PO Box 104, Pemberton BC, V0N 2L0. Requests are to state the requested Donation, the purpose of the Donation and information on the individual, group or organization involved.

Requests for donations must be submitted at least ten days prior to the event or associated event deadlines. The Recreation Services Department will review the donation request, and notify of a decision within seven days of the request.

Donation Allocation

Funding requests will be at the discretion of the Recreation Services Manager and allocated as per this policy.

Due to the volume of requests received, not all requests for Donations will be fulfilled even if the request meets all of the above criteria.

Under extenuating conditions, the Pemberton and District Recreation Service shall have the discretion to waive any of the terms within this policy.

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