

Water Polo Canada Inc.
BOARD POLICIES

Type: Finance
Name: Charitable Donations
Authority: Board of Directors

Policy Number: F13
Date Approved: February 2003
Date Revised: September 8, 2010

POLICY

Water Polo Canada will provide tax receipts to individual and corporate donors in accordance with Revenue Canada policies and guidelines, namely:

WPC cannot issue receipts to athletes or their parents when the purpose of the donation is to pay an athlete's share of any national team cost, or youth team activity.

Donations receipts will be issued to the name on the cheque or the credit card

Donation receipts for company cheques will be issued to the name of the company

Name and address of the donor will appear on the donation receipt

WPC will also issue a donation receipt for "gifts in kind" (full description, along with serial number and value, must be provided).

All gift in kind donations will require pre-approval by the Executive Director or their designate.

Donations to be sent to WPC will be accepted for national team programs, Athlete Trust Fund, Water Polo Canada or Club Development.

Club or PSO donation will contain the following fee structure:

Donations made by cheque: 5% or of the gross amount not to exceed \$250. There will be a minimum \$10 service and filing fee.

Donations made by credit card: 6% of the gross amount. There will be a minimum \$10 service fee service and filing fee.

Funds will be held by Water Polo Canada in trust for 60 days.

Clubs and PSOs must contact WPC prior to running a donation or sponsorship campaign for pre-approval.